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The Office

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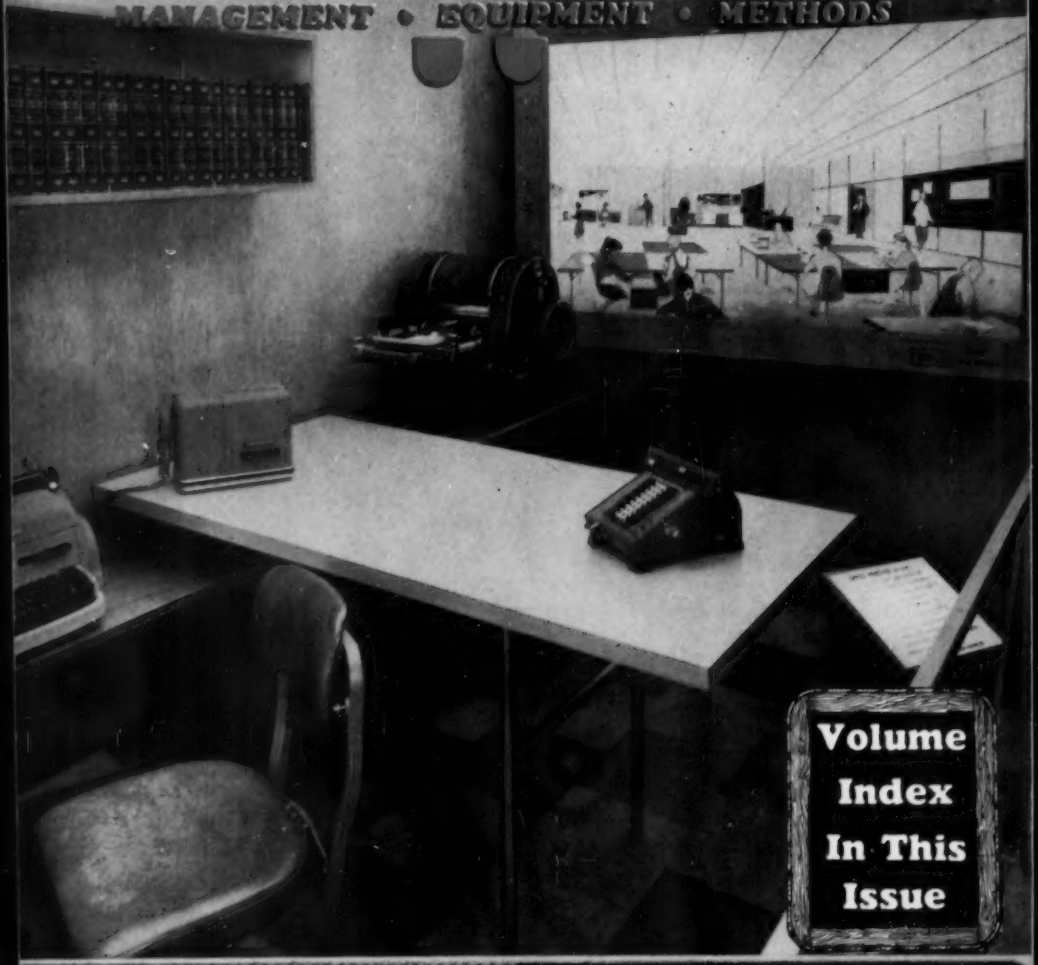

Volume Index In This Issue

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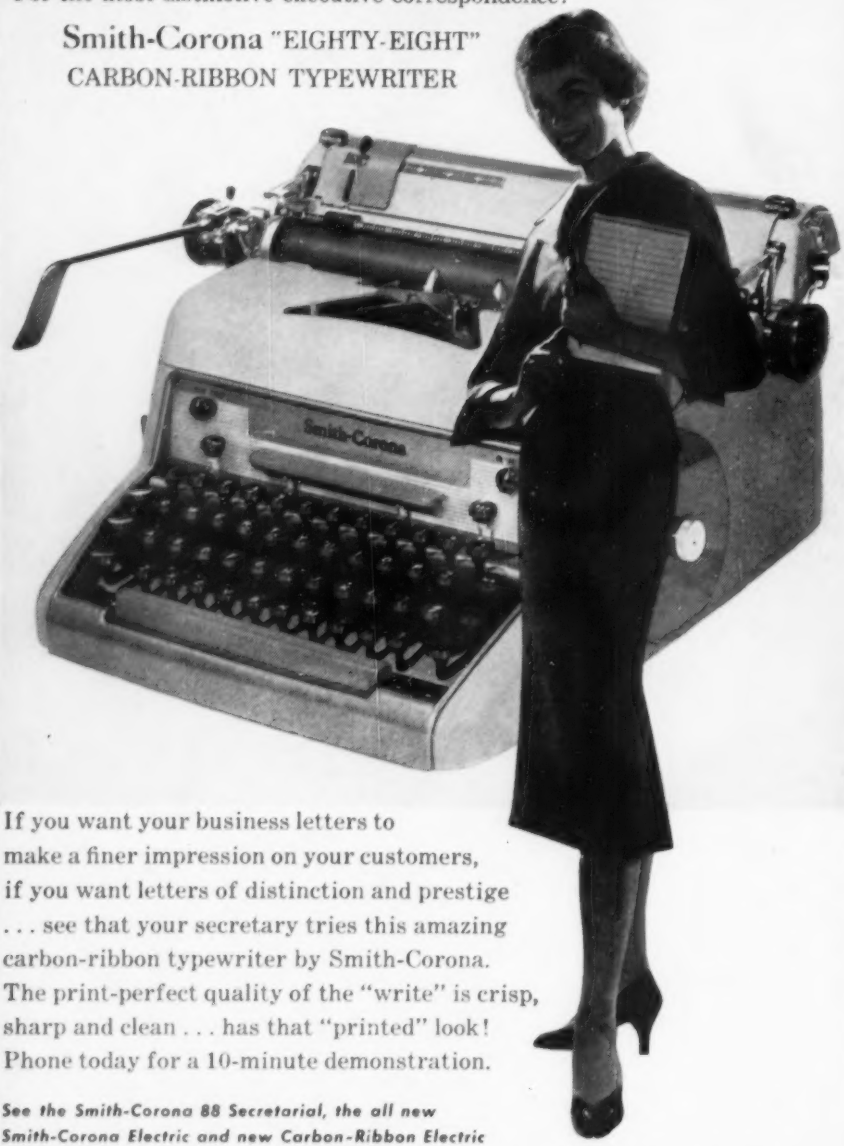

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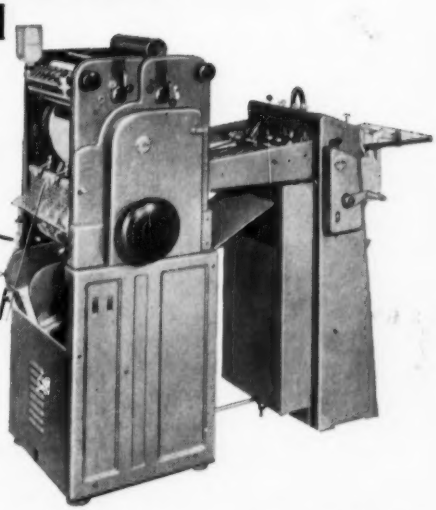

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VOL. 42 **December, 1955** **No. 6**

How Connecticut General Uses Its "Trial" Office Building 8
Restoring Records Lost in a Disaster 21
Camera! 39
New Books 59
Peg Strip Record Keeping ..... *Richard Neumaier* 61
A Pegboard Inventory System ..... *John Hockman* 69
How Offices Fought the Flood ..... *Edmond W. McNamara* 93
New Products 100
News of the Office 142
Traveling School Progress Exhibit 145
National Conference & Exhibit Calendar 147
News of the Industry 154
Index to THE OFFICE, Volume 42, July through December, 1955 171
As We See It 178

ON THE COVER: Office practice room in Schoolroom Progress U.S.A., and one of the railroad cars carrying the exhibit, sponsored by the Henry Ford Museum & Greenfield Village and the Encyclopedia Americana (see page 145).

WILLIAM SCHULHOF, *Publisher*

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The "trial" office building, built by Connecticut General Life Insurance Co., represents about 1% of the total office space in the finished structure.

How Connecticut General Uses Its "Trial" Office Building

IT IS typical of insurance companies to eliminate guesswork whenever possible. Once Connecticut General's management approved plans for a modern, glass-walled horizontal structure, it began to take steps well in advance of construction to insure the soundness of a number of the novel design and building details proposed.

At an early meeting between the company, its architects, Skidmore, Owings & Merrill, and builders, Turner Construction Co., Frazar Wilde, president of Connecticut General, raised the question of setting up an area for testing methods and materials in the present office.

To implement Mr. Wilde's first thought, the architects and builders suggested erecting a pilot building or mock-up at the site. They have used mock-ups on a number of projects and have a firm belief in their utility. "A mock-up helps the owner to visualize end results and the builder to handle more intelligently the detail planning necessary to secure it," said E. K. Abberley of Turner Construction. "But most importantly, it gives the owner a chance to see what he is buying and to debate alternatives well in advance of the subcontracting."

In one sense the mock-up is a fitting symbol of the company's approach to

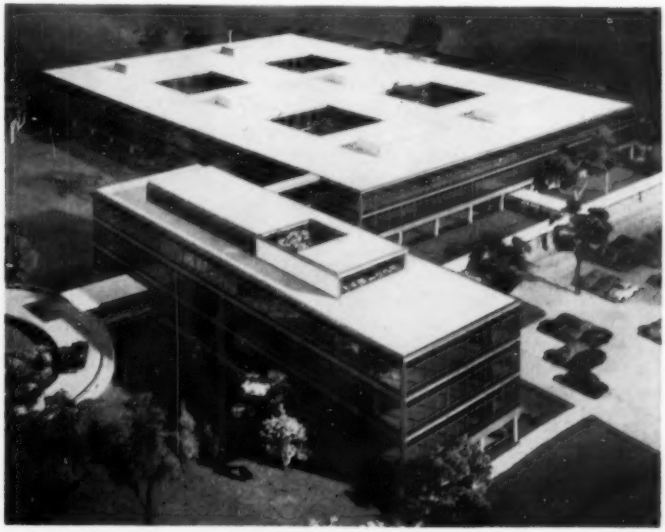
building their dream office. Right from the start Connecticut General's management was determined to share the responsibility of building with the architects and builders. As Mr. Wilde expressed it, "This is to be a partnership every step of the way with architect and contractor translating our requirements into detailed plans and construction schedules." Just about every idea and item that is going into the building bears the joint approval of the company, architects and builders. The proving ground for many of these concepts is the mock-up.

Here most any week either the senior building committee, a seven man board of top officers of the company, or the subcommittee made up of four junior officers, meets with architect, builders or consultants over some problem being worked out in the mock-up. (The subcommittee is assigned to study in detail special problems in planning and reports its findings to the senior committee.) Sparkplug of committee work is Bruce Hayden, chairman of the subcommittee and secretary of the senior committee, who has been assigned to spend full time on the building project.

The importance of this technique, which the architects call "a design by conference" was recently underscored by Mr. Wilde: "I know from my experience that any building project of any consequence today must be a team operation to be successful."

The prototype that Connecticut General built near the entrance to the Bloomfield property in December 1954 has turned out to be one of the most complete experimental structures of its kind. It measures 60 x 72 ft. and represents about 1% of the total office space (4,000 sq. ft. against 500,000 sq. ft.). It constitutes a full scale replica of a typical clerical area in the main building with the front of the mock-up simulating the glass facade of the proposed building and the opposite glass wall represents the side overlooking a garden court (the main building will have four interior garden quadrangles).

The mock-up was constructed as a temporary building. Its steel frame consists of three heavy steel girders spanning three steel columns. The walls are plywood. The second floor with glass wall facade—characteristic of the exterior design theme of the new office—is



This is how the $10 million building will look at Bloomfield, Conn., five miles from Hartford where Connecticut General is now located.

One of many conferences in the mock-up building where company executives meet with architects, contractors, engineers and interior designers.

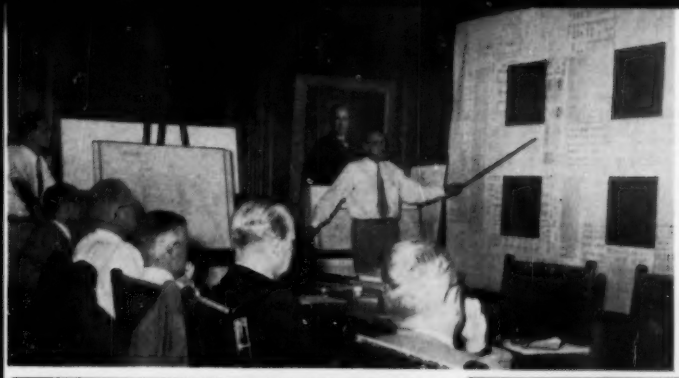
the experimental area. The ground floor serves as storage space for construction materials, fixtures and tools. At one point, the builders used the space to test various types of concrete forms and glazed brick work that are being considered for use in the final structure. Amenities in the replica are limited to a simple hot air heating system (boiler on the ground floor) and two telephones.

The mock-up has been in test usage since last spring. In it the company and its architects are able to examine in full size, details of the lighting, ceiling, partitioning and screening systems, and their relation to furniture, floor finishes and color. As a result of these tests, the building team hopes to determine the most effective arrangements in the final structure. Since the replica is used primarily for testing, it will never actually reach "completion." It has also helped the builders, Turner Construction Co., and the mechanical engineers, Syska & Hennessy, to plan in advance the coordination of interior structural and service elements such as beams, air conditioning ducts and conduits.

The two long walls of the sample building have different windows: one side has 8 x 11 ft. panes while the other has 6 x 8 ft. panes. The larger size was chosen for the finished building and will be of ⅜″ heat absorbent glass —the largest pane of this type to be used in building construction to date. The 6 x 8 ft. windows will be used in the north wing administrative quarters. The windows' green tint, noticeable only from the outside, reduces the glare of natural light and cuts solar radiation 50%. Above and below the windows are opaque glass panels trimmed with stainless steel and weather resistant aluminum.

One of the most important tests was that for lighting. Three basic ceilings with about a dozen variations were installed in the model. As a result of these tests, the committee chose a new open baffle design developed by the architects. The bare fluorescent tubes and exposed steel beams, overhead subfloor, sprinkler pipes, air conditioning ducts and electrical conduits might not sound just right on paper, but by actually building such a ceiling section and

Some of the various ceiling systems tried out in the test building.



Planning Office Layouts

Malcolm Hood, in charge of office layout planning at Connecticut General, explains a proposed department location to the building committee.

Supervisors George Cooper and George Faulkner plan the layout of their group pension units. Then workers in the units are asked for comments and suggestions.

A 3-D layout of the department is made with scale models of office equipment.

Below is the scale model office layout of the building's second floor. Shown are John Buzzell and Guy Spann, group casualty supervisors; Lee Maurer, secretary, and Rune Mentzer, assistant to Malcolm Hood.

Committee inspecting glass partitions in the model building. Taped floor markings represent the building's 6-ft. module. Note planting box used as a space divider.

making the necessary modifications, the acceptable design was developed.

According to Bruce Hayden, one modification of the basic ceiling system (separating the baffles and acoustical material from the electrical installation) proved on paper to be simpler and cheaper. When actually tried out, however, the "cheaper" system's estimated saving of 50 cents a foot turned into a cost of 10 cents a foot more. It was fortunate this was found out before ordering some 350,000 sq. ft. of ceilings.

The finished building is designed to accommodate 3,000 office workers, none of whom will be more than 35 feet from a window wall. Experiments have been conducted with a newly designed, movable partitioning which can be placed anywhere according to the building's 6-ft. module. Aluminum, hollow-square posts will fit into the corner of floor squares and into recessed runners on the ceiling. Colored plastic-laminated panels will separate clerical areas. Fabric surfaced panels will be used in areas where tack boards are required or where there is a sound problem. Office en-

Opposite wall of area in top photo, showing storage wall at right. Gordon Bunshaft of Skidmore, Owings & Merrill, designer of the building, is walking towards camera. Note ceiling runners for tops of movable partitions.

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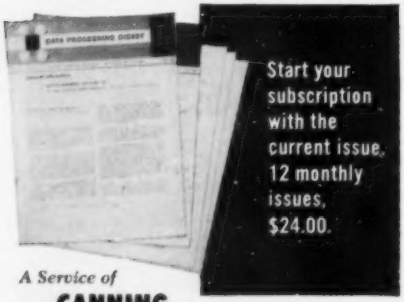

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Connecticut General's president, Frazar Wilde, inspects a sample of floor covering.

closures will be of translucent glass. Each clerical worker will be allotted 48 sq. ft. The building committee set a 12 x 12 ft. standard size for private offices, with a 12 x 18 ft. office for second vice presidents, medical directors and agency superintendents; and 18 x 18 ft. for vice

Dr. Albert Robinson, Connecticut General vice president, and Mrs. Florence Knoll, examine a walnut filing cabinet and space divider.

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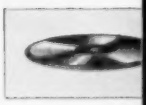

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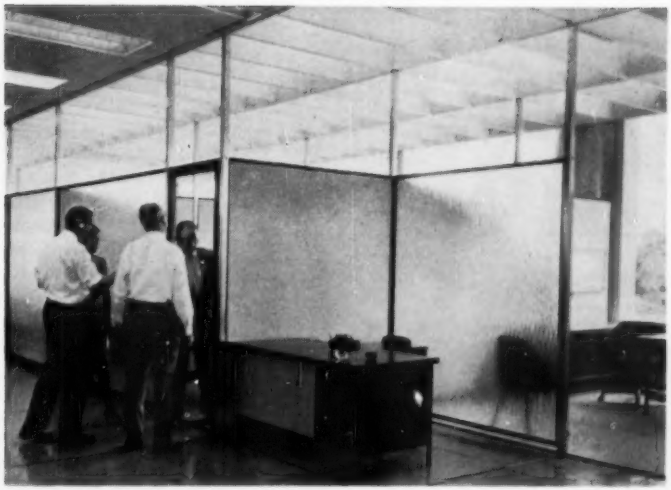

Private offices with secretary's alcove in the mock-up building.

presidents. The large conference room (18 x 24 ft.) in the model building also will be retained. The committee, the architects and the interior designers (Knoll Associates) agreed that private offices will be located along the interior garden courts and corners of the building.

Although prospective suppliers of materials were very enthusiastic about the mock-up and very cooperative and helpful in providing materials for it,

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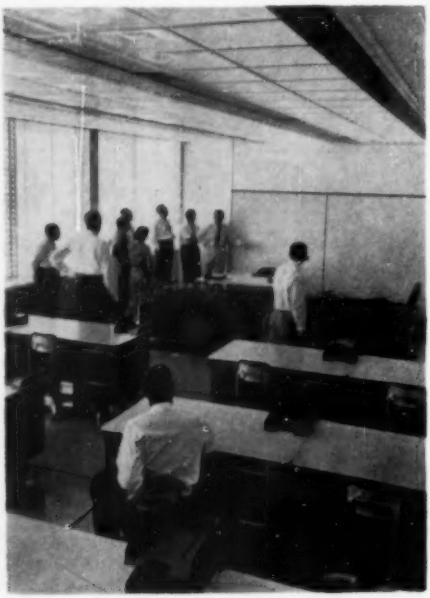
Connecticut General made it a point to purchase most of the items tested, to avoid being under obligation to any manufacturer or supplier. In a few instances, testing samples were loaned by the manufacturer. Manufacturers also made a number of suggestions as to how materials might be better utilized.

Cost of the mock-up and the experiments might appear substantial until it is related to the cost of the project as a whole and to the possible savings which the tests should effect. The cost of constructing and demolishing the model building, and the cost of all the experimental work carried out in it, is estimated to be about 1% of the total cost of the project. To Connecticut General, whose business is insurance, 1% seems a very small premium to insure against the possibility of expensive errors in building construction. Actually, the cost of the mock-up may be negative (though this never can be proved)



A 16-desk section and supervisor's office for Connecticut General's group pension department set up in the mock-up building.

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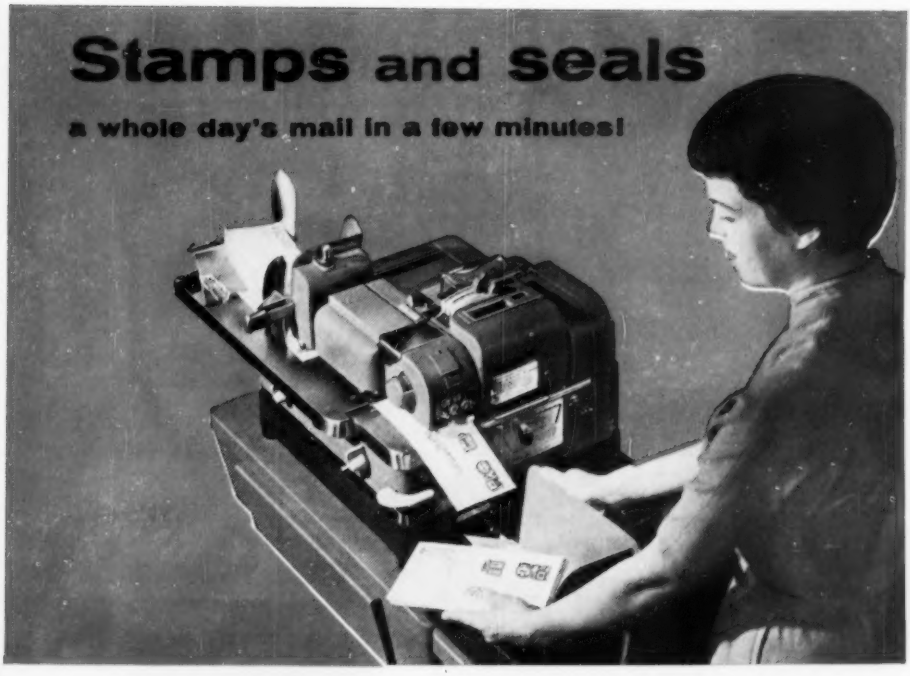

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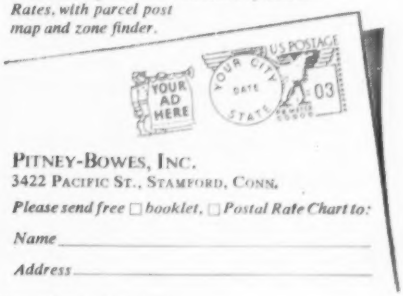

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Please send free ☐ *booklet,* ☐ *Postal Rate Chart to:*

Name _____

Address _____

For More Information Circle No. 172

Won't get brittle with age!
Won't ooze adhesive!
Won't shrink or cloud!

Mend valuable papers invisibly!

Here's a mending tape you can use safely on your most important documents, valuable books, maps and office records. It practically disappears on contact with paper, and it stays crystal clear *permanently*.

"SCOTCH" Brand 810 Permanent Mending Tape will never become cloudy or brittle, won't shrink or ooze adhesive. And here's another big advantage ...this new tape has a smooth surface that doesn't reflect highlights, can be written on with pencil, ink or typewriter!

Your tape supplier has "Scotch" 810 Permanent Mending Tape now... see him for a trial quantity!

The term "SCOTCH" and the plaid design are registered trademarks for the more than 300 pressure-sensitive adhesive tapes made in U.S.A. by Minnesota Mining and Mfg. Co., St. Paul 6, Minn. Export Sales Office: 99 Park Avenue, New York 16, N.Y. In Canada: P.O. Box 757, London, Ontario.

For More Information Circle No. 144

because of the savings it realizes. The contractors believe further economies will be made since its foremen and subcontractors have had the opportunity to work out details and installation processes on a small scale before construction of the actual building began.

The real value of the testing program will not be in actual dollar savings but in a better home office for Connecticut General for—they believe—at least 50 years. They will have a building with the facilities best suited to carrying on the insurance business and pleasant working quarters for those who will spend their business lives in the building.

Restoring Records Lost In a Disaster

ORIGINAL RECORDS destroyed by a disaster will be reproduced from microfilm in mountain security vaults by Vital Record Security Service, offered to business and government by Recordak Corp.

Microfilms of vital records will be stored in New York, Pennsylvania, and California mountain vaults, now available for this purpose. Continuous reproduction machines underground will produce paper copies from the microfilm at a rate of 1000 ft. an hour. Supplies necessary for making the copies will be stockpiled in the vaults, along with the microfilm copies. Reproduction machines will be maintained in standby condition at all times.

Materials and machines for the emergency service fall in the non-strategic category, according to John K. Boeing, Recordak president. "Thus this supply,"

Visi-Shelf FILING SYSTEM

SAME AMOUNT OF RECORDS IN HALF THE SPACE!

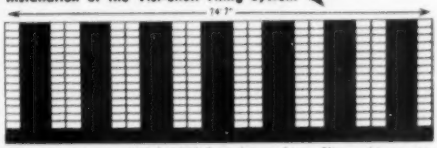
WITH DOORS
For Maximum Record Protection

and

WITHOUT DOORS
For Greatest Record Accessibility!

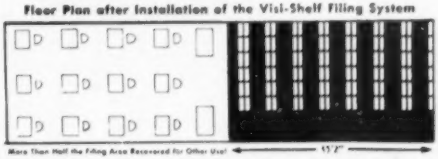
HERE'S HOW THE VISI-SHELF SYSTEM CAN SAVE YOU SPACE—TIME—MONEY

Floor Plan of an Actual Filing Area Before Installation of the Visi-Shelf Filing System



This area was occupied by 196 four drawer letter filing cabinets with a filing capacity of 784 drawers or 20,776 filing inches.

Floor Plan after Installation of the Visi-Shelf Filing System



90 Visi-Shelf Filing Units, occupying less than half the original filing area, hold all of the records previously filed in the entire filing area! These units, with a filing capacity of 25,380 filing inches offer 4,604 more filing inches — an increase of 25% in filing capacity.

Visi-Shelf File, Inc. O-12
105 Reade Street New York 13, N. Y.
Please send free catalog describing the new Visi-Shelf Filing System.

Name _____
Firm Name _____
Address _____
City _____ Zone ____ State _____

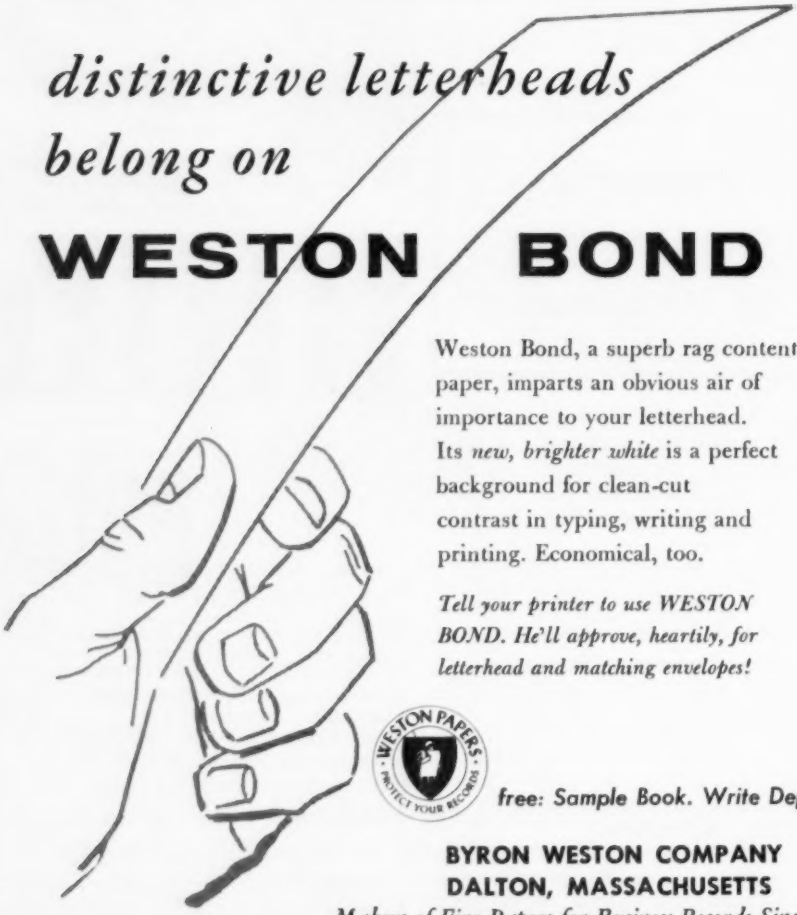
For More Information Circle No. 192

Mr. Boeing explained, "would not be limited as are critical items in the event of a national emergency. However, natural disasters such as floods, hurricanes, tornadoes, and serious fires can be as devastating to the future of a business as an atomic attack. The availability of fast reproduction on paper from underground locations far from the disaster scene makes the protective feature of microfilming better than ever."

Protecting vital business records is being urged by the Department of Commerce. Executives who attend weekly courses in Washington to discuss defense problems with the Department are told the importance of protecting employees and facilities, of establishing a continuity of management and technical knowledge, and of protecting vital corporate records. Getting back into production as soon as possible after an emergency is strongly stressed. *For More Information Circle No. 319.*

distinctive letterheads belong on

WESTON BOND



Weston Bond, a superb rag content paper, imparts an obvious air of importance to your letterhead. Its *new, brighter white* is a perfect background for clean-cut contrast in typing, writing and printing. Economical, too.

Tell your printer to use WESTON BOND. He'll approve, heartily, for letterhead and matching envelopes!

WESTON PAPERS · PROTECT YOUR RECORDS

free: Sample Book. Write Dept. OF

BYRON WESTON COMPANY
DALTON, MASSACHUSETTS

Makers of Fine Papers for Business Records Since 1863

For More Information Circle No. 188

UNIVERSAL

systems machines

BY ORMIG

ORIGINATORS OF THE SPIRIT PROCESS

Model AV systems machine illustrated.

the world's only machines

THAT • SELECT • ELIMINATE • CONDENSE • SHIFT

lines — columns — headings

from one master without masks, blockouts, strip-masters or shingled forms

Write to . . . Copy-Craft Sole distributors in the U. S. A.

Dept. O-12, **105 Chambers St., New York 7, N. Y.**

Carbon paper & ribbons • Duplicating, photocopying & systems machines & supplies

For More Information Circle No. 171

R.C.Allen
Electrite

electric keyboard
carbon ribbon only **$279.50**
(plus applicable taxes)

IF YOU USE MIMEOGRAPH, MULTILITH, OZALID or similar duplicating equipment — you know how difficult it is to get the right quality of typewritten copy for reproduction. The new R. C. ALLEN Electrite, with exclusive Microflex Impression Control is engineered specifically to make perfect master copies . . . consistently sharp, uniformly clear . . . better than any manual or electric typewriter made for correspondence work can produce. Write today for details on this remarkable new machine, or call an R. C. Allen dealer listed in the yellow pages of your telephone directory.

- The uniform impression possible only with an electric keyboard.
- The trouble free operation of manual back-spacing, line-spacing, tabulation and shift.
- Electrified where 95% of typing actions are performed.
- Manual where 95% of electric typewriter service complaints occur.
- Fingertip impression control adjusts machine for different duplicating methods.
- The clean, sharp brilliance of Carbon Ribbon reproduction.

a new machine

to meet a growing demand

for better master copies

R.C.Allen Business Machines, Inc.

679 Front Avenue, N.W., Grand Rapids, Michigan

Manufacturers of adding machines, cash registers, bookkeeping machines and the world's most advanced typewriters.

For More Information Circle No. 129

Look for this trademark...

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REG. U. S. PAT. OFF.

photographic copying equipment

You'll find this splendid equipment serving faithfully in insurance, commercial and industrial concerns everywhere, from the smallest to the largest . . . and also in federal, state, county and municipal offices, coast to coast. It sets the standard for economical, dependable photocopying the nation and the world over!

If your requirements are small or moderate, it will serve *you* well. The PHOTOSTAT Instant Copier and Model Junior machines save time and money in any office, anywhere. Or, if need be, our larger automatic models will provide the answer to your copying problems.

Together with MICROTRONICS® Micro-film equipment . . . now manufactured by PHOTOSTAT CORPORATION . . . we provide the greatest variety of fine equipment available for *copying and preserving* records of all kinds on *both* paper and film.

Let our trained sales-service representatives, coast to coast, advise and aid you. Your inquiries will receive our prompt and interested attention. Feel free to write us . . . no obligation!

PHOTOSTAT *is the trade-mark* **of PHOTOSTAT CORPORATION**

PHOTOSTAT CORPORATION

299 STATE STREET, ROCHESTER, NEW YORK

Service offices in all principal cities and in Toronto, Canada

For More Information Circle No. 141

For More Information Circle No. 129

NEW! Victor Calculator

Exclusive: Fully automatic multiplication . . . automatic constant lever . . . total transfer feature

The new Victor Mult-O-Matic is the only machine with completely automatic multiplication from one simple set of keys. You multiply figures as you would write them—only the multiplicand, multiplier and answer are printed on tape. No other confusing figures or symbols are printed.

Simplified automatic constant lever lets you multiply same figure repeatedly without re-entering each time.

New total transfer button lets you retain a total in the machine so that it can be multiplied by another figure.

Don't wait. Call for a free tryout! Look under "V" for Victor in the adding machine section in your classified phone book . . . or write.

VICTOR ADDING MACHINE CO., CHICAGO 18, ILLINOIS
Victor-McCaskey Limited, Galt, Ontario

Manufacturers of Business Machines, Cash Registers, Business and Industrial Systems, Electronic Equipment and Electri-Cars.

or More Information
ircle No. 296

SPACE FINDER!

A New Filing Concept Giving You A Unique Combination of Advantages:

The proven space-saving, speed and economy of open-shelf filing.
Record protection from dust, dirt and fire equal to that of drawer files.
Pull-out work shelves for file maintenance and notations.

Photo at upper left shows Space Finder No. 1200 with doors closed. Center left photo shows girl using door as posting shelf. Space Finder at right has all doors open for active filing use. (Available with or without doors.)

For full details about Space Finder File and our other new equipment for the office, write for Catalog No. 6 as well as the name of your local representative.

PUNCHED CARD USERS:
Our complete line of tabulating accessory equipment is described in catalog No. 5. Write for your copy today.

TAB PRODUCTS CO.—57 Post St., San Francisco 4

For More Information Circle No. 148

Ham on Rye or Rye on Hand?

Count BOTH

(and 1,001 Other Items)

with this New Veeder-Root

VARY-TALLY

Multiple-Unit Reset Counter

Knowing how many apple versus lemon pies, for instance, are ordered on a given day . . . or how many cases of what are in the cellar . . . helps a restaurant *count*rol, make plans, make profits. The same goes for a manufacturer or wholesaler seeking tighter inventory control . . . or for any of the following:

- Traffic Engineers
- Schools and Colleges
- Nurserymen and Florists
- State Park and Forest Services
- Laboratories
- Milk Plants and Ice Cream Processors
- Researchers
- Industrial Plants
- Textile Mills
- Inspection and Quality Control
- Jobbers, Wholesalers, Distributors
- Restaurants and Hotels
- Mail and Phone Order Departments
- Laundries and Linen Supply Houses
- Manufacturers of equipment for:
  - Order Control
  - Stock Control
  - Inventory Control
  - Traffic Control
  - Sales and Market Analysis
  - Laboratory Analysis
  - Payroll Preparation
- and What Do You Want to Count?

Arranged compactly on stands in tiers, the Vary-Tally can be supplied in any of 66 combinations, up to 6 banks high and 12 units wide, also a single unit model. Write for news sheet and prices.

"The Name that Counts"

VEEDER-ROOT INC.

HARTFORD 2, CONNECTICUT

Chicago 6, Ill. • New York 19, N. Y. • Greenville, S. C. • Montreal 2, Canada • Dundee, Scotland • Offices and Agents in Principal Cities

For More Information Circle No. 177

For free 10 x 13 print, send coupon below.

No one in business cranks a telephone these days

...but many still hand-crank calculators...spending time that would soon pay for a high-speed, automatic **MARCHANT**

Today, employee time is far too costly to be consumed by hand-operated or outmoded electric calculators. You owe it to your business to find out how much time and effort new automatic MARCHANTS will save. Call the local MARCHANT MAN and learn, by an actual run on your regular work, just how quickly MARCHANT calculators would pay for themselves.

High-speed automatic MARCHANT Figurematic

MARCHANT AMERICA'S FIRST Calculators

SEND THIS COUPON!

Learn how MARCHANT calculators can turn out your business arithmetic easier and faster...at a saving. Mail this coupon with your business letterhead for free...

Print of Office Scene . . . . . ☐

Index to Modern Figuring by Marchant Methods . . . . . ☐

Descriptive Literature on Marchant Calculators . . . . . ☐

MARCHANT CALCULATORS, INC.
O-12 Oakland 8, California

YOU CAN TURN TIME INTO MONEY WITH A MARCHANT!

For More Information Circle No. 239

NEW EDITION

Still Only **$1**

CUT
Record-Keeping
COSTS

This "Bible" of Record-Keeping shows how to

1. Save 200% to 300% on record forms
2. Increase accuracy of reports **3.** Produce reports faster

Previous editions were sellouts. And now, still only $1.00, this new, enlarged, 4-color, 160-page catalog shows over 500 forms that you can get at your National stationer's.

It illustrates simple record-keeping forms . . . complete accounting systems . . . time keeping and payroll systems . . . visible systems . . . housings of all types. You save money over special forms. Need less inventory. Can use standard housings. Get your copy from your National Stationer . . . or clip dollar bill to coupon and mail to us.

Invaluable in

ACCOUNTING • ADVERTISING • CREDIT
FACTORY • ORDER DEPT. • PURCHASING
RECEIVING & SHIPPING • SALES • WAREHOUSE

NATIONAL

National Blank Book COMPANY
812 Water St., Holyoke, Mass.

Please send me NEW RECORDS CATALOG.
Dollar is enclosed.

Name.....
Company.....
Street.....
City & State.....

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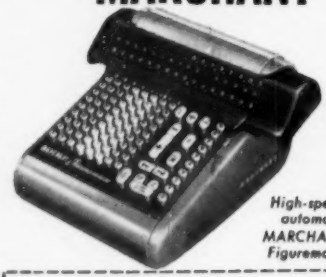
For free 10 x 13 print, send coupon below.

No one in business cranks a telephone these days

...but many still hand-crank calculators...spending time that would soon pay for a high-speed, automatic **MARCHANT**

Today, employee time is far too costly to be consumed by hand-operated or outmoded electric calculators. You owe it to your business to find out how much time and effort new automatic MARCHANTS will save. Call the local MARCHANT MAN and learn, by an actual run on your regular work, just how quickly MARCHANT calculators would pay for themselves.



High-speed automatic MARCHANT Figurematic

MARCHANT AMERICA'S FIRST *Calculators*

YOU CAN TURN TIME INTO MONEY WITH A MARCHANT!

SEND THIS COUPON!

Learn how MARCHANT calculators can turn out your business arithmetic easier and faster...at a saving. Mail this coupon with your business letterhead for free...

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1. Save 200% to 300% on record forms
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Previous editions were sellouts. And now, still only $1.00, this new, enlarged, 4-color, 160-page catalog shows over 500 forms that you can get at your National stationer's.

It illustrates simple record-keeping forms . . . complete accounting systems . . . time keeping and payroll systems . . . visible systems . . . housings of all types. You save money over special forms. Need less inventory. Can use standard housings. Get your copy from your National Stationer . . . or clip dollar bill to coupon and mail to us.

Invaluable in

ACCOUNTING • ADVERTISING • CREDIT FACTORY • ORDER DEPT. • PURCHASING RECEIVING & SHIPPING • SALES • WAREHOUSE

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National Blank Book COMPANY
812 Water St., Holyoke, Mass.

Please send me NEW RECORDS CATALOG.
Dollar is enclosed.

Name.....
Company.....
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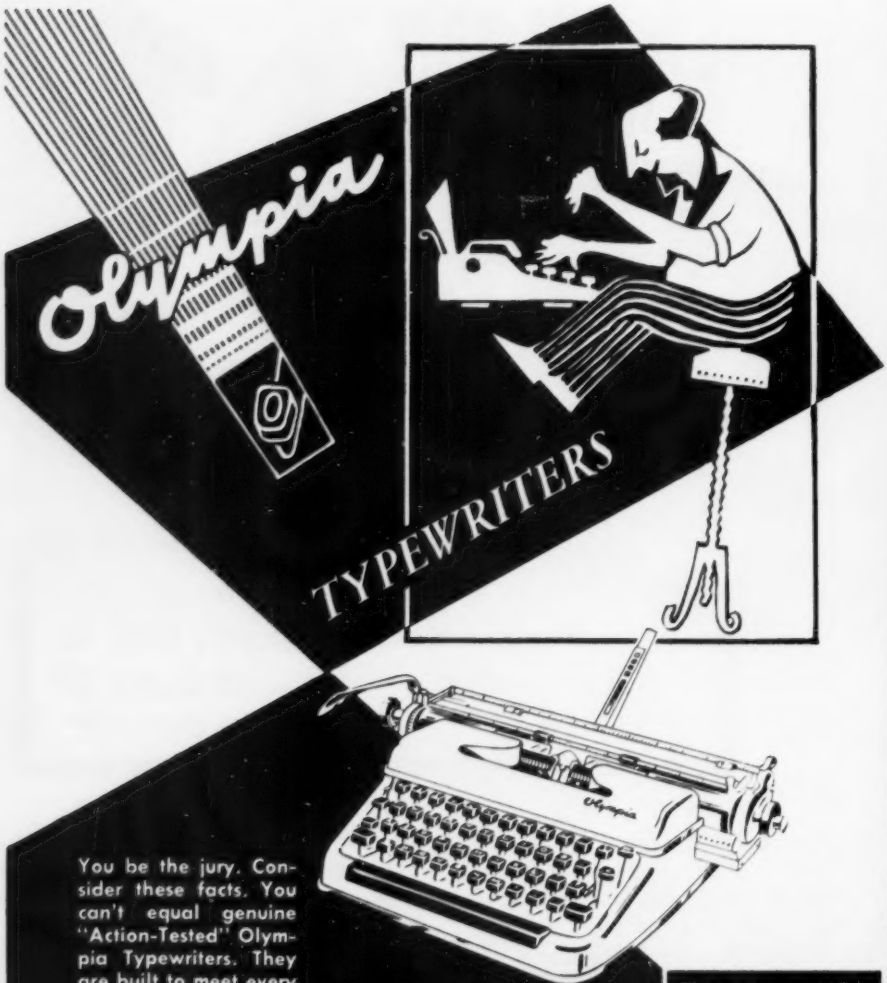
For More Information Circle No. 176



You be the jury. Consider these facts. You can't equal genuine "Action-Tested" Olympia Typewriters. They are built to meet every requirement a typewriter must fulfill. You can't beat OLYMPIA know-how that comes directly from our factory experts who design, build and test these famous typewriters. When you deal with us you are assured of the finest machines, the finest parts and the best possible deal. You will like our fair prices and consistently high quality.

MODEL SM3 WITH 13 INCH CARRIAGE

INTER-CONTINENTAL TRADING CORP.
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For More Information Circle No. 289

PATENTED EFFICIENCY in the Use of CARBON

KEE LOX

GRIP-N-PULL CARBON PAPER

WITH THE EXCLUSIVE *ECONOMIZER BOX*

1. Automatic Alignment.
2. Automatic Rotation of sheets for longer wear.
3. Automatic Warning of last typing lines.
4. Hands do not touch the coated surface.

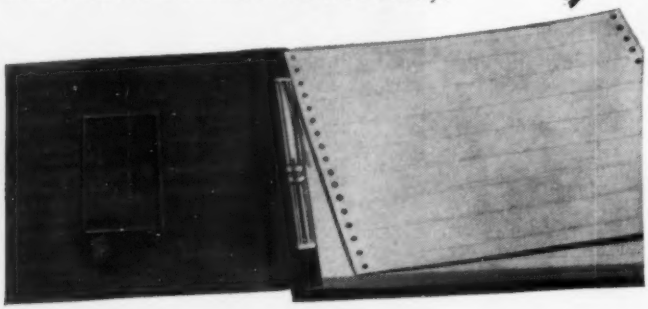
Exclusive sales rights given to dealers in Foreign Countries.

BRANCHES IN ALL LARGE CITIES IN THE U. S. A.
For Foreign, Write for Prices, Samples and Territory to
Export Dept., KEE LOX MFG. CO., Rochester 1, N. Y., U.S.A.
For More Information Circle No. 169

PROTECT Your Business Machine Records in

ACCOPRESS PIN PRONG BINDERS

If your business machines use marginal pre-punched sheets, the Accopress Pin Prong Binder is made especially for them. As an indispensable aid to orderly, safe filing—temporary or permanent—Accopress Pin Prong Binders give you the added features of loose leaf convenience with economy.



Like all Accopress Binders the "9000" Pin Prong line stacks flat, comes in a wide variety of sizes and with fasteners for either 6" or 8½" centers. Made of heavy long lasting pressboard *or* heavy binder board covered with canvas or black pebble grain cloth.

Dress up your files, protect your records. Ask your stationer to show you Accopress Pin Prong Binders—and the whole Acco line for greater filing efficiency.

ACCO PRODUCTS, INC.

Odgensburg, New York

In Canada: Acco Canadian Co., Ltd., Toronto

For More Information Circle No. 168

"On busy days like this,

I'm so thankful for my new CLARY!"

Those extra-busy days in your office are when Clarys are really appreciated. More work gets done in less time, yet Clary girls stay morning-fresh all day!

Here are some other Clary blessings to count: Power Controls that eliminate hand fatigue – easy answers to hard problems (even in multiplication and division) – hummingbird speed and humming quietness – modern beauty far ahead of its time – and *now,* your choice of 5 pastel colors, both in 10-Key and Full Key models. Look for Clary in your yellow pages today!

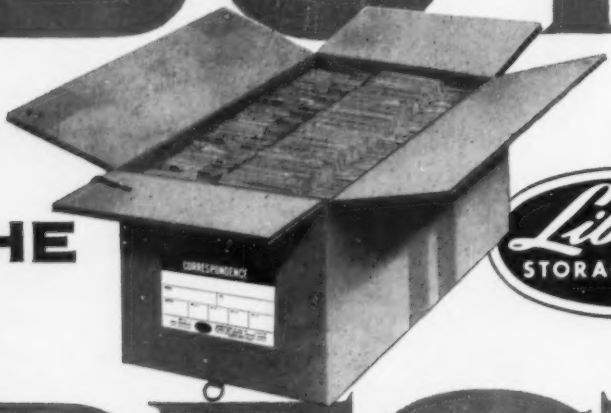
Clary

BUSINESS MACHINES DIVISION
CLARY CORPORATION, SAN GABRIEL, CALIFORNIA

Creator of modern adding machines and cash registers for America and the world

For More Information Circle No. 135

BUY THE BEST



Liberty STORAGE BOXES ®

Buy Liberty Boxes for Easiest, Most Economical, Systematic Record Storage. Keep expensive steel file space active by transferring old, but valuable records to Liberty Boxes . . . storage is safe, clean . . . finding is quick and sure with systematic Liberty labels and title strips. Millions of Liberty Boxes are now in use and in good condition, some even after 35 years of service. 25 standard stock sizes in all, a size for every business record. The quality materials and construction of Liberty Boxes assures maximum protection at minimum cost. Buy the Best . . . available at leading office supply and stationary stores.

BANKERS BOX COMPANY
720 S. Dearborn St., Chicago 5, Ill.

FREE
NOW AVAILABLE

The new Manual of Record Storage Practice with Retention Periods is now available. It tells a simplified story of record procedure and an easy-to-do storage plan for inactive records. Write for your *FREE* copy.

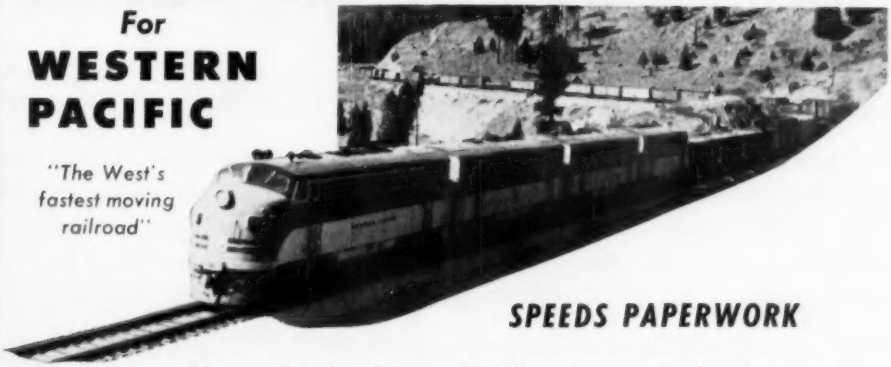
For More Information Circle No. 152

HOW XEROGRAPHY

cuts duplicating costs $30,000 a year

For WESTERN PACIFIC

"The West's fastest moving railroad"



SPEEDS PAPERWORK

Xerography gives Western Pacific a clear track when it comes to speeding the preparation of division sheets and other vital rate information formerly retyped laboriously from previously printed material. Typing and proofreading of division sheets was once a time-consuming chore, costing Western Pacific thousands of dollars yearly. In one month Western Pacific prepared 2,600 paper masters by xerography for runoff of multiple copies on an offset duplicator. Xerography does a better job faster, saves the railroad an estimated $30,000 a year.

New developments in xerography make it the one, all-purpose, fast and economical process for copying anything written, typed, printed or drawn, onto different types of masters for duplicating.

Now you can copy onto offset paper masters, pre-sensitized positive working metal masters, spirit (or other fluid-type) masters, translucent masters, by this versatile, photo-exact, dry, electrostatic process.

Original copy can be enlarged, reduced or made same size. Masters can be made from opaque originals or from copy on both sides. Also, up to eight copies, including a paper master or translucent intermediate can be made from one xerographic image.

Write *for proof of performance folders showing how companies of all kinds, large and small, are cutting duplicating costs and speeding paperwork with xerography.*

THE HALOID COMPANY
55-24X HALOID STREET, ROCHESTER 3, NEW YORK
BRANCH OFFICES IN PRINCIPAL U.S. CITIES AND TORONTO

PRODUCTS FOR XEROGRAPHY · THE HALOID CO. ROCHESTER, N.Y. · XEROX ®

XEROGRAPHY

(ZE-ROG-RA-FEE)

The fastest, cheapest, most versatile way to make masters for duplicating

For More Information Circle No. 158

How to Avoid Expensive Mistakes when buying a Copying Machine

Will that machine you buy be able to do *all* your office copying? Or will you lose time and money every time you run up against a job your machine just can't handle?

One type of machine is useless when it comes to copying from colored papers, from spirit duplications, or from originals which are opaque or have writing on both sides. Another type of machine will let you down if you want copies of printing or writing done in ink that does not have a carbon base. When your original has fine details or material set down in colored ink, another machine fails completely.

Only a photocopy machine is equipped to handle the complete range of office copy assignments. And only Copease, of all photocopy machines, can handle 95% of your office copying without any fussing with dial adjustments. Copease gives you clean, dry, non-curling copies *in seconds,* jet black on permanent white. Copease copies of pencil, any ink, crayon, typing, stencil and spirit duplications, offset and printing rival the original for clarity and neatness. And Copease copies under any light, even low-hanging fluorescents or bright sunlight.

Avoid expensive mistakes when buying a copying machine! Compare! Prove to yourself that Copease copies everything with a FREE three-day trial in your own office. Send coupon now!

"Copease Copies Everything"

Offices: New York, 270 Park Avenue, PLaza 3-6692 • Los Angeles, 3563 Wilshire Boulevard, DUnkirk 5-2881 • Chicago, 201 N. Wells St., ANdover 3-6949 • **Distributors in Principal Cities**

Copease* Duplex PHOTOCOPIER

*Trademark

COPEASE CORPORATION, 270 Park Ave., New York 17, BOX O-12

Gentlemen: I'd like to have a free 3-day trial of Copease in my office. ☐

Please send free literature. (check one) ☐

Name_____ Title_____

Firm Name_____ Address_____

City_____ State_____

For More Information Circle No. 288

David Gindoff of Gindoff & Berlfein, Los Angeles, addressing a session at the annual meeting of Systems & Procedures Assn. of America in Detroit.

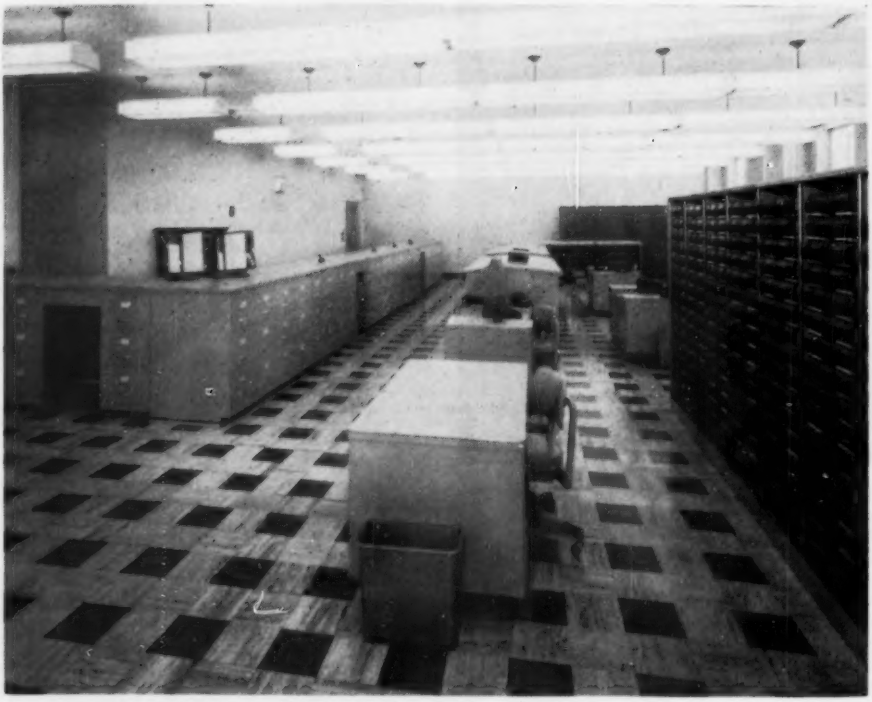
Camera

Bostitch, Inc., Westerly, R. I., used a Console Collamatic Model 800 electric collator and their own Bostomatic electric stapler to produce 2,000 16-page advertising portfolios. Sherman L. Smith, Bostitch advertising manager, stated that one girl did the work twice as fast as two girls could have done it manually.

A Datareader magnetic tape storage system, product of ElectroData Corp., at Allstate Insurance Co., Skokie, Ill. Figures from previous months and years will be stored and accumulated on tape, eliminating their present tabulating cards, according to L. L. van Oosten, Allstate methods research director. For information on Datareader, Circle No. 167.

New $4 million, 9-story Tulsa County Courthouse in Tulsa, Okla. Except for its jail, it is completely air conditioned. Black & West, architects.

New Tulsa County Courthouse



Three-drawer files (left) provide record storage space and counter top for transactions with the public. Note knee-space unit for counter clerk's work station. Roller shelf units (right) hold civil, criminal and probate records. Cabinets in background have slanting tops. All equipment, including flat-top and typewriter desks, supplied by Art Metal Construction Co.

Files and roller shelf units in Tulsa County Courthouse house land records dating back before Oklahoma became a state. Shelves are adjustable every half-inch for various size registers. Desks are from the Art Metal 1500 line.

Permanent real estate records in Tulsa County's tax assessor's office are housed in Art Metal Post-index visible index files. Complete installation has capacity of 193,630 cards. Office equipment was installed by Business Equipment Co., of Tulsa.

Tulsa County Clerk's office where 16 deputy clerks work at Art Metal Pace-Setter desks enclosed by three-drawer counter-height files.

The 50 x 20 ft. reception gallery in the new 13,000 sq. ft. offices of Avondale Mills, Inc., New York. These offices were planned by Designs for Business, Inc.

Avondale Mills' 70 x 85 ft. salesmen's office is surrounded by executive offices and showrooms. This area was left open because Avondale stated there is no phase of their work which need be out of sight of any client.

Anyone can write foreign languages with the Army's 50-Language Vari-Typer. Translator substitutes numbers and signs for characters and punctuation With proper font in machine, anyone can type reproduction copy in any language. Designed for the Army Quartermaster Corps and Office of Psychological Warfare by Ralph C. Coxhead Corp. The Coxhead-Liner is used for foreign display type.

A Model 45 acoustic telephone booth (rear right), product of Burgess-Manning Co., in the brokerage office of Mitchell & Co., New York. Booth is used for long distance calls and screens out noise of other workers using telephones. For more information, Circle No. 310.

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and FEEL the
difference!

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←DESK HEIGHT

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No. 321. DESK HEIGHT. One letter size drawer and two card drawers (7200 capacity), plus a sliding shelf. 14¾" wide, desk high, 24" deep.
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For More Information Circle No. 166

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FOR THE OFFICE OF DISTINCTION

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Illustrated:
M-8000, Executive Posture Chair.
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There is a touch of magic in the way MILWAUKEE METAL-LUX Chairs transform an office from the ordinary into the realm of distinction. METAL-LUX dealers capitalize on this quality of distinction. These are the chairs that give them every selling advantage: the merit of clean, modern beauty never before attained in a metal chair, superlative comfort and construction—and such obvious good value. MILWAUKEE METAL-LUX sells on sheer superiority.

If you haven't yet shared in METAL-LUX sales and profits, write for full literature today.

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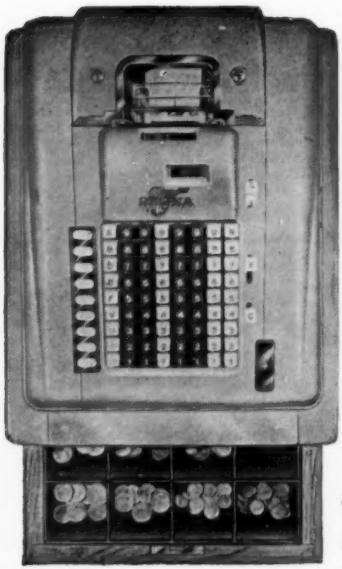

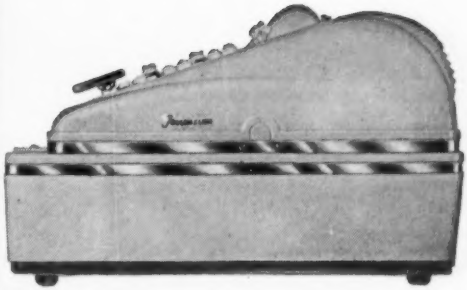

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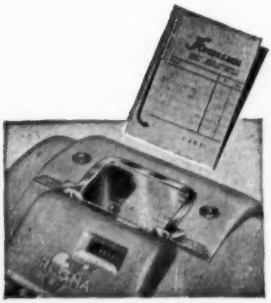
If there is *one* cash register which fully meets the performance and budget needs of *all* small and medium size retailers—surely it is the magnificent new Regna DeLuxe! A cash register . . . an adding machine . . . a bookkeeping machine—it is ideally suited for the multiple functions of cash protection, cash-credit control and general figurework. Sturdy, precision-built, soft-spoken . . . virtually maintenance-free! And note the Regna's trim, rounded styling: so elegant, compact, unobtrusive. Yet for all this versatility and beauty, the Regna is low-priced, within easy reach of the smallest storekeeper! New manual or electric models with through-colored Carbamide cases in green, ivory and maroon.



Regna can print double cash receipts (one for store, one for customer).

Visible item indication shows clerk and customer individual items, total.

A complete stock of Regna parts is located in service centers throughout the U. S.

New square-shaped "sculptured" keys are far easier and faster to operate.

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Gentlemen:

Please send details and prices on the Regna Deluxe Cash Register plus information about becoming a Regna dealer.

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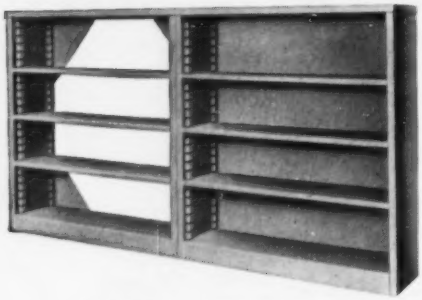
Buy Borroughs!



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Available in three standard sizes to hold 6, 12 or 24 coats and hats.

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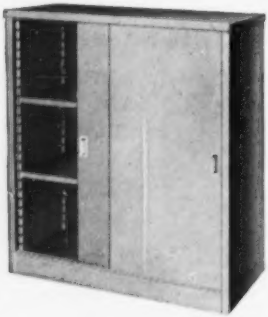
38¼" wide outside. Heights of 29" 42", 78", 84"—depths of 12" and 18". Choice of open or closed backs. Single or double-faced.



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Gliding, sliding doors . . sliding shelves adjustable without bolting. Units available in three heights—29", 42", 78"—12" and 18" deep—38¼" wide outside.

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A SUBSIDIARY OF THE AMERICAN METAL PRODUCTS COMPANY OF DETROIT

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For More Information Circle No. 110

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Time and labor can be saved by tying in two necessary jobs—shipment addressing and preparation of shipping paperwork. A small, inexpensive paper stencil, called the Weber Tab-On Stencil, is tabbed over the ship-to or address area of your bill-of-lading form or other paperwork. In one typing, the forms and stencil are prepared with the customer's address. This same stencil is then attached to a Weber handprinter and used to imprint the address directly on containers, labels or tags. Repetitive typing eliminated. Address always corresponds with paperwork. No expensive equipment. Clip the coupon for full details.

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Weber Marking Systems
Dept. 8-L
Division of
Weber Addressing Machine Co.
Mount Prospect, Illinois

MAIL FOR FULL DETAILS ON THE WEBER TAB-ON SYSTEM

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INDIVIDUAL_____

ADDRESS_____

CITY_____ZONE____STATE_____

For More Information Circle No. 164

HOW A NOTED TRAILER COMPANY

CUT INVENTORY REPORT PREPARATION TIME 50%

The problem of Fruehauf Trailer Company branches was to determine quickly, by model, the location of used trailers in each of 71 branches so that requests for models unavailable in one branch could be filled from another.

To solve the problem, inventory information is typed by each branch on forms pre-printed on Colitho Offset Duplicating Paper Plates and sent to the home office, where all plates are duplicated. The 71 parts are collated and bound into books—one for each branch.

Not only are long hours of copying and proof-reading of individual reports saved, but also all chances of transcription errors are eliminated. Uniform, original looking copies—in perfect registration and in any amount desired—are obtained at a saving in production time of 50%.

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The "One-Write" way to run a business.

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Okay, rush the Colitho Idea File

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For More Information Circle No. 140

NEW Books

***OFFICE AUTOMATION** by R. Hunt Brown. Automation Consultants, Inc., 1450 Broadway, New York 18, 301 pp., $12.50.*

A non-technical work on integrated and electronic data processing for laymen office workers and executives. It covers the commercial aspects and existing applications, equipment, automatic accounting, sociological aspects of automation and potential applications. There are no circuit diagrams or formulas but there is a scientific section on operations research. This book is in loose leaf form and an up-dating service is available at $25 a year.

***A PALIMPSEST ON THE ELECTRONIC ANALOG ART** edited by H. M. Paynter. Geo. A. Philbrick Researches, Inc., 230 Congress St., Boston, 270 pp., $1.*

A collection of technical papers and other writings on the electric analog technique with a very extensive bibliography. This book is well printed and bound, and certainly a "buy" for anyone who wants a file on the subject.

***HOW TO GAIN AN EXTRA HOUR EVERY DAY** by Ray Josephs, E. P. Dutton & Co., 300 Fourth Ave., New York 10, 192 pp., $2.95.*

Will the person who needs the advice contained in a book like this, ever get a chance to read it? If they do, they'll find 243 ideas on saving time. When writing the book, the author's desk started to pile up, so he did away with the desk and worked from an easy chair between two stands containing a file drawer and shelves for dictating machine and phone.

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PRINT BIGGER HEAVIER FORMS

G-C Auxiliary INKING UNIT

Models 296-1227 1250-1275

"Double-inking" oscillating action stops fast ink rundown, graying out; minimizes "ghosting." NEW self-adjusting roller contact gives even greater efficiency. $69.80

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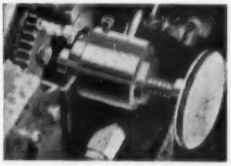
QUICK PLATE REGISTER



Save up to 40% time positioning plates. Hairline register faster. REPLACES "T" wrench. Thousands of satisfied users. $19.95

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DUPLICATOR ACCESSORIES

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For More Information Circle No. 196

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Apsco America's Choice!

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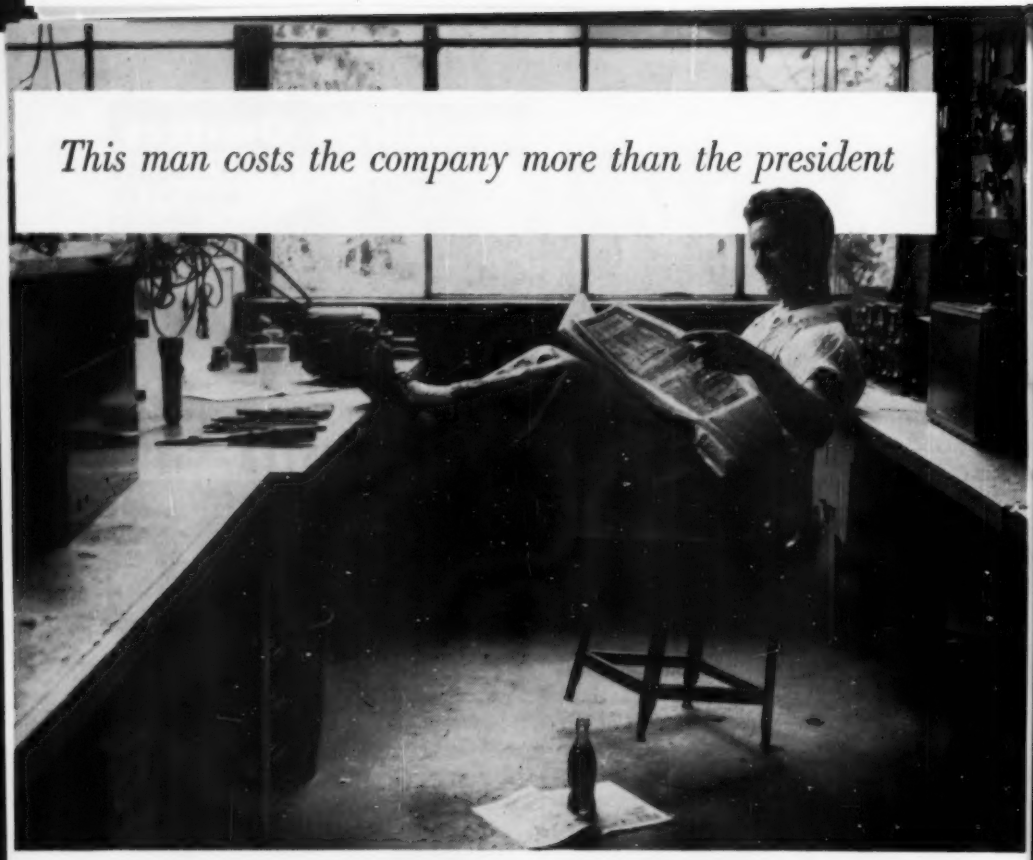

At $800 a week, the company's top man is a real bargain. He works hard at the right things, gets a lot accomplished.

At $80 a week, this plant electrician (Sam's his name) is an extravagance – because he doesn't have *enough* to do.

Sam totes his tool box into a number of departments each day. Sometimes he finds work, sometimes he doesn't. When the reports come in (two weeks later), there's no sure way of telling whether he pulled his weight or not. He's chalked up to "overhead" . . . and a potential bit of profit gets lost in a catch-all figure. Year after year.

How to get your money's worth out of Sam? With Keysort punched-card accounting. Keysort will give you a daily breakdown of indirect labor (including maintenance) *by department*. Knowing the facts *on time*, you can keep costs on target by spotting wasted man-hours, pinning down undue fluctuations.

A McBee Keysort installation can give you comprehensive, accurate reports on every phase of factory operation, and give them to you *fast*. On your desk monthly, weekly, daily – depending on your needs. Whether yours is a payroll of thousands or a 100-man branch plant. At remarkably low cost.

The nearby McBee man can show you how it's done. *It will take him one hour, from start to finish.* Phone him, or write us.

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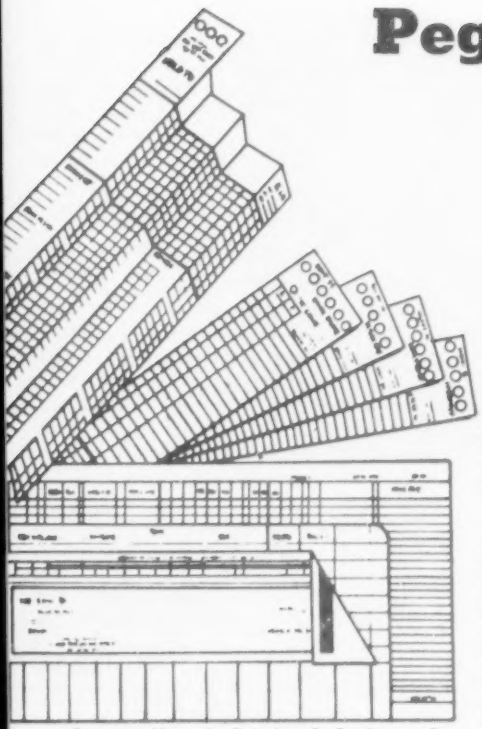
For More Information Circle No. 142

Peg Strip Record Keeping

RICHARD NEUMAIER
Systems Consultant, Philadelphia



Courtesy Hygrade Printing & Stationery Co.
Some pegboard accounting forms showing die-cuts, punching, special scoring and carbonizng.

ONE OF THE MOST neglected areas in office accounting methods is peg strip accounting. Most machine manufacturers offer free methods service to customers and prospects, but areas not mechanized (office operations are only 15% mechanized), and which are too active to be performed as straight hand-posted ledger operations, are a void in our knowledge. Few offer any real service in this area except for some advice from adding machine salesmen and some forms printers. Research is limited because there seems to be no remunerative outlet for new developments.

Summary strip, pegboard, clip strip and shingle strip are other names for the method of compiling final figures from original records which are aligned to expose an end column with like classifications in opposite spaces.

Shingled forms with identical printed classifications offer the same ease of crossfooting and vertical adding as any columnar sheet, plus the advantage of being original records which do not have to be recopied for compilation into final accounting results. The basic factor for successful peg strip accounting is the peg form with its vertical listing of classifications and its horizontal holes which are used to align the forms on a board or a strip containing metal pegs over which the holes fit. Accuracy of printing and punching are essential for correct alignment.

Peg strip accounting is most advantageous when a great number of minor classifications are applicable to a group of major classifications, such as expense classifications in a group of service offices. Each office will make its own expense report with a distribution according to the printed classifications on the peg strip. The service offices' original reports are shingled in the home office; each classification is added horizontally and the grand total proved against the vertical totals. The number of minor classifications have no theoretical limit and the practical limit is between 400 and 600 classifications on one form. Naturally, as many forms can be used

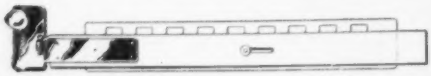
as are needed to list all classifications.

Aside from the elimination of the copying of figures on a distribution sheet, the peg strip offers also a great advantage over the unit ticket distribution method. All classifications on a peg strip are aligned and positioned in one operation. Unit tickets would require as many papers to sort as there are individual entries in each classification to account for.

Forms design is a major difficulty in devising a peg strip accounting procedure. The width of the exposed end column of the shingled form has a direct relationship to the spacing of the punched holes. The spacing of the holes is usually 3/8″ from center to center. However, some forms printers have changed their punching dies and offer 1/2″ spacing while others use oval pegs and holes. The latter is primarily to reduce competition on reorders as the unusual punching requires special dies.

By designing forms which allow the end column to be folded backwards, additional columns can successively be exposed, one at a time. This enables the listing of up to 600 classifications on one peg strip form and brings as many as 36 forms into alignment for horizontal tabulation.

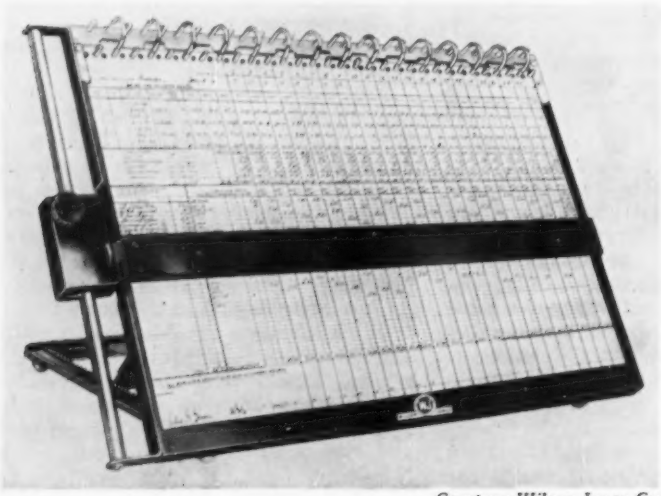
There are many variations of the pegboards in use. One device permits the alternating reading of two columns of the exposed shingled forms. Here an alignment ruler is used with alternating cut-outs which either hide or



reveal the columns. A shift of the alignment bar will cover the columns already tabulated and uncover the alternating figures. Such a set-up is advantageous when the classifications have to be accounted for in both dollars and cents, and volume, such as in the meat packing industry where amounts and weights are essential for exact cost accounting.

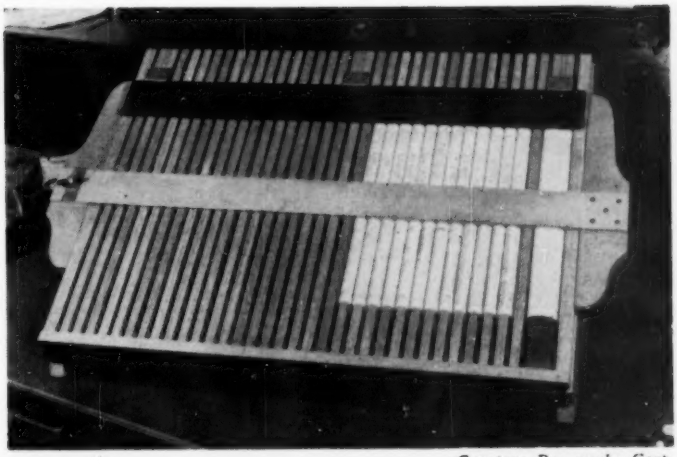
Pin strips and clipboards, which do not require forms with punched holes, can be used to hold forms in alignment. As a matter of fact staples and paper clips can be used to align forms. The advantage of the punched hole form is the expediency of shingling the forms and the greater accuracy in alignment of the classifications.

A development by one of the ac-



The masking bar (shown above) permits cross addition of alternate columns on this summary board.

Courtesy Wilson Jones Co.



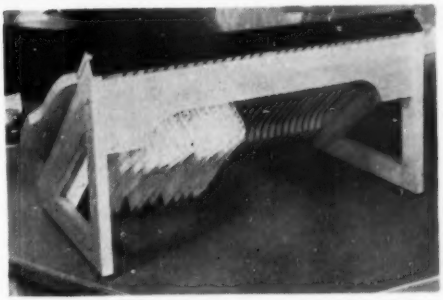
A slotted board on which a flick of the finger changes the exposed forms column.

Courtesy Burroughs Corp.

countants of Burroughs Corp., and I believe, only used in their own internal operation, is the slotted board. The width of the wood strip determines the column width which can be exposed. As many columns as the width of the form will accommodate can be quickly and easily exposed for horizontal tabulation.

All that is required to use the slotted board is the threading of the forms over the strips. Naturally the width of the columns must tie-in with the strips and the classifications must be identical on all forms to be aligned. The quick move of one finger changes the forms to the next column. This is an advantage of the slotted board. A feature of the punched hole peg form is the possibility of filing the forms in an analysis binder for constant reference.

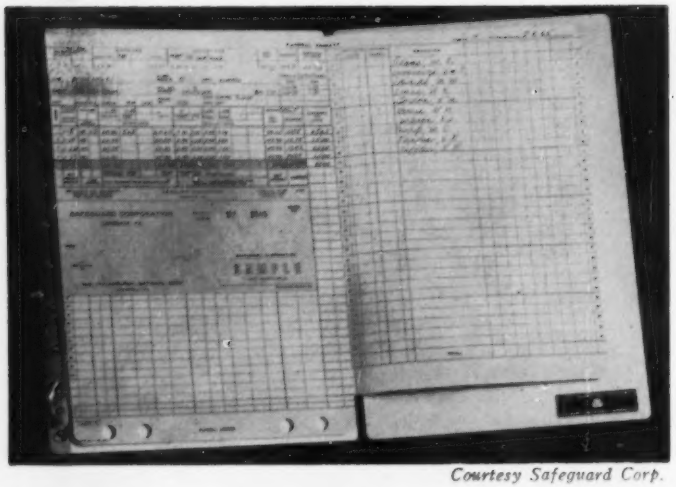
There are actually two basic applications of the pegboard. The abovementioned tabulating and accumulating procedure for peg strip accounting, and the multi-record posting procedure. The latter is a more recent development which became really popular with present payroll and withholding tax complications. The pegboard is used to hold various forms of different sizes in position to enable the posting clerk to make one entry on several forms at



Rear view of the board shown above.

the same time. Thus an employee's earning statement, employee's accumulated earning record and a payroll journal can be simultaneously prepared. This type of manual posting offers the same advantages as the front feed carriage of a bookkeeping machine offers in aligning the various sizes of forms with a journal sheet. Naturally pegboard posting is not limited to payroll accounting, but can be used for accounts receivable, accounts payable, budget accounting, installment posting, inventory, etc. After the above theoretical explanations, it might be advantageous to describe a few actual applications of peg strip accounting.

Canada Dry, Inc., producers of soft drinks with plants throughout the U.S.,



A one-writing check payroll system on a folding board.

Courtesy Safeguard Corp.

are great believers in peg strip accounting. The initial use for peg strips at Canada Dry is in their bottling plants where the route salesman returns with his order. There the orders are sorted by drivers' routes for deliveries and the quantities to be delivered are accumulated on peg strips. Each route peg strip lists all the cases of bottle goods to be loaded, by sizes and price range. The prepared loading or "out" strips for one day are shingled and accumulated. This is the total to be shipped and to be credited to the stock inventory.

The warehouse workers load each truck according to the "out" strip. After loading is completed, another count is made by a checker who counts the number of cases by price classifications and enters the quantities and values on the settlement peg strip. The total number of cases and their value on the settlement peg strip must check with the product totals of the "out" sheets.

Upon return of the delivery truck, all returned full cases are listed by the checker, on an "in" strip. The reverse side of the "in" strip is for the listing returned empty cases, empty bottles and broken bottles. The values on the "in" sheet must check with the details and totals on the settlement strip. The driver makes his settlement and all strips, both "in" and settlement, are shingled to account for charges to inventory, credits to empty goods accounts and cash journal.

The weekly timecards for production workers at Canada Dry are designed to provide the additional functions of employee payroll record and employee earning record, and show the basic distribution for accumulation of cost accounting records. Thus, one form shows daily attendance, daily earnings and labor cost distribution. A better example of using a record of original entry for several purposes cannot be given. The clock timecard and the foreman's entry show the actual time, the type of labor performed and the product which was manufactured during the elapsed time, and the form can be used for the accumulation of all required totals.

Each plant, in turn, prepares its own daily peg strip to accumulate the weekly accounting totals, which are forwarded to the home office. The weekly branch plant reports are also on peg strips so that no recopying at the main office is necessary to prepare the total company sales figures.

Naturally there are many variations of reports that can be made on peg strips. It may be interesting to note that a chain of over 400 retail stores uses peg forms to control their shoe inventory. All orders from retail stores to divisional warehouses are on peg strip forms which are prepared in triplicate: one copy to be retained by the store and two copies to be sent to the warehouse. The warehouse uses the two copies as the shipping and billing copies. Orders are filled from the original forms and the quantities shipped are entered thereon. The values are extended and the warehouse copies of the day's shipments are shingled for the accumulation of quantities and values. This manual set-up replaced a punched card tabulating set-up at increased speed and reduced cost. The study, trial period and installation of this procedure took the better part of a year before its operation was completely changed over to peg strip accounting.

Many oil companies use peg strip accounting for their tires, batteries and accessories (TBA) order and inventory procedures.

One of the most frequent applications of the peg strip is in the journal summary tabulation. Here the peg strips can come from various sales branches, warehouses or factories, and can immediately be accumulated into general ledger totals. A typical method which provides for 70 classifications uses the following forms:

Cost of Sales Statement.

Selling and Administrative Expense.

Income Statement prepared by branch factories and branch warehouses.

Divisional Headquarters Summary.

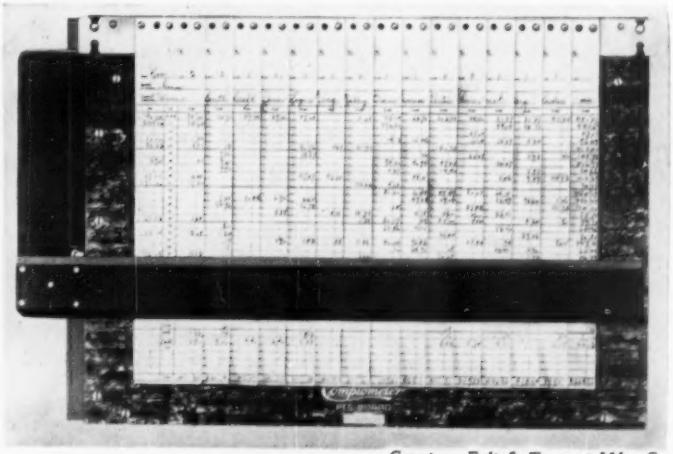
Home Office Consolidated Statement.

The home office in turn prepares the additional peg strips:

Balance Sheets—Assets

Balance Sheets—Liabilities, Capital and Application of Funds.

A leading tobacco manufacturer uses peg strips in a similar manner with the additional information of last year's figures and the variations from last year. The president of this company expects and receives final closing figures on the first of the month for all transactions up to the last three working days of the month. No typewritten report is furnished. The peg strips are shingled and tabulated and the entire pegboard is photocopied for each tabulation. The photocopies are in reality the financial statement with totals, and give all the basic figures and grand totals which would be copied to prepare a financial statement in conven-



A pegboard set up for sales anlysis. Operator cross adds right-hand column and proves recap (at right) by cross-footing totals of all strips. Then forms are reshingled to similarly handle left-hand columns.

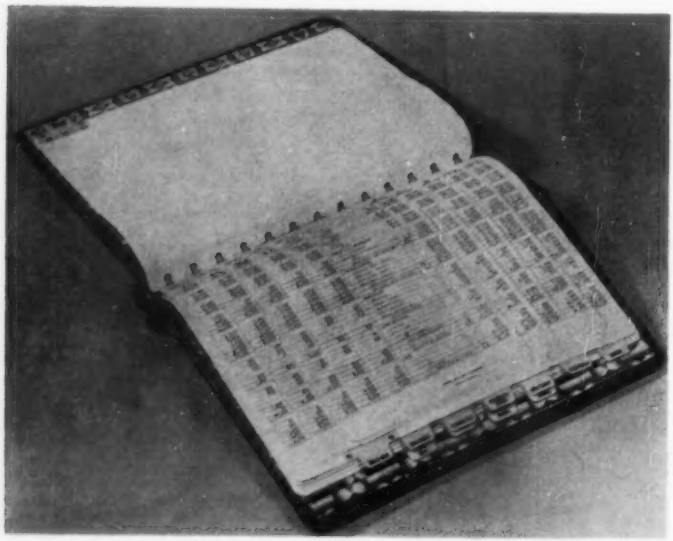
Courtesy Felt & Tarrant Mfg. Co.

tional form.

A variation of the pegboard is the visible record book with shingled sheets which identify the record sheets by the writing on their exposed margins. This type of record does not lend itself to accumulation but is suitable for fast filing and finding of records to speed up posting time.

The punched holes on visible records are usually located on either the right or left side of the form, and the visible margin is on top or bottom of the form, but not in any position to reveal any posted or classification data as on a peg form. However it is now possible to combine the advantages of the visible record with the peg strip's exposed columns, by punching the peg holes on what normally would be the bottom of visible ledger cards and reversing the general layout of the card. The visible ledger card when filed in a tray not only shows its last column exposed but also shows the classification and other information on a corner cut that exposes a 45° section of the card which makes it possible to read the classifications in a horizontal manner and the exposed columns vertically and horizontally. The marginally, peg-strip punched ledger card can be shingled in a visible binder with its classification visible, and any continuous balance or detail classification is readily accessible for posting on the exposed column. Such a visible record form is advantageous for small accounts receivable operations and for inventory records where balances have to be checked frequently.

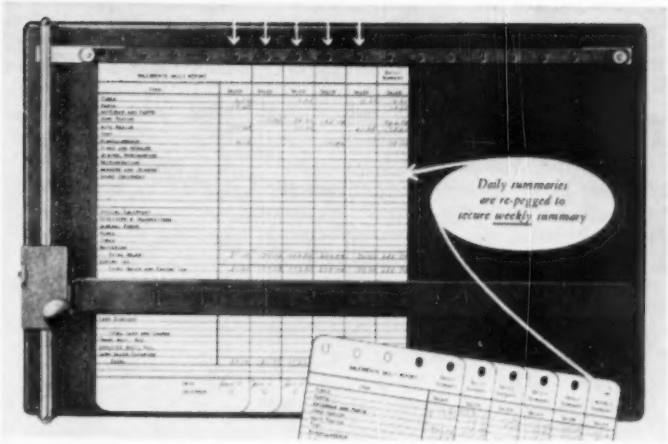
A tally summary is an excellent application for a visible peg form. Each horizontal column may represent one period's activity for the item on the record. As the activities occur they are recorded with the common tally method of four vertical and one horizontal strokes. At the end of the period the strokes are summarized in the visible column and tabulated into the total columns, which is the last form of the shingled section. The number of forms and sections are limited by the size of the form and the diameter of the rings in the binder. As the binders are generally heavy it is not too easy to handle a very large number of ledger cards. However manufacturers may produce a lightweight binder.



The visible record book with shingled sheets is a pegboard variation.

Courtesy McBee Co.

Daily reports from the field are pegged and added for a daily summary, and re-pegged at the end of the week for a weekly summary.



Courtesy Charles R. Hadley Co.

The spread sheet, which is still another variation of the peg strip, has its greatest advantage in comparative periodic reports. No adding or tabulating is performed but periodic reports are prepared. The exposed columns permit a comparison with previous report sheets, especially for financial reports to executives. Both the current and accumulated activities can be compared with previous reports, and changes can be noticed quickly and accurately.

Punch card tabulating machines also can be used to prepare spread sheets. As a matter of fact, one oil company uses its punched card tabulating equipment to prepare its sectional, divisional and overall TBA report on spread sheets. The spread sheets are distributed to sales management which can make any desired comparison of seasonal, sectional and product activities.

The pegboard posting operation was mentioned above as the second major application of the pegboard. As stated, three payroll records can be prepared in one writing. Manufacturers sell payroll forms with corresponding pegboards. The punching varies but the principle of copying the same information on the employee earning statement, employee earning record and payroll journal is identical for all.

Simultaneous posting is not limited to payroll records. Voucher checks can be prepared with a purchase journal as a by-product. Checks can be prepared with the cash distribution journal as a by-product. A number of chain stores are using pegboards for their budget payment accounting. The customers' payment book is brought into alignment with the stores budget ledger card and posted through carbon paper into the cash book in one writing. Thus all three records are identical for automatic reduction of errors and the immediate saving of time and effort. Naturally accounts receivable ledgers can be posted with the cash book as a by-product.

An architect's office uses a pegboard to prepare timecard and assignment sheets. Each draftsman receives a timecard for each job and the assignment sheet, which is a carbon copy of the timecard, shows exactly who is working on what project. A federal credit union is using a pegboard with an extra large journal sheet to prepare checks for loans. The journal sheet is used later as the posting medium in the bookkeeping machine and the machine posted entry appears exactly opposite the handposted entry. This dual posting proves the cash book and requires

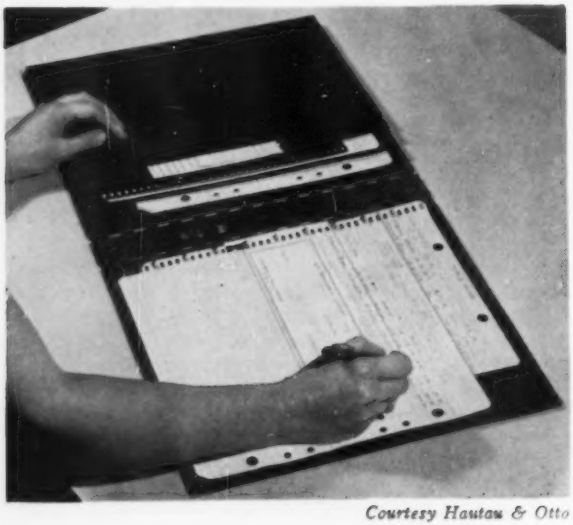
only one journal, simplifying both posting and auditing.

The above enumeration of various applications of peg strip accounting and pegboard posting proves one thing conclusively: there are many different ways to apply this method to save time and effort, and reduce errors. But seldom is there anybody outside of your own organization who can devote enough effort to devise all the necessary forms and procedures for successful application. Therefore, it is up to the controller, office manager or systems man to do most of the planning for timesaving peg strip accounting.

Preparation of the forms is only one of the steps in the pegboard method which needs constructive thinking. There are also timesaving arrangements in the accumulation of figures.

Adding machines are generally involved in the use of pegboards and in the preparation of peg strips. Basically we recognize two types of adding machines, *viz:* adding machines with hand lever or motor bar, and tape, called gear driven machines; and adding machines without tape, without hand lever, and without motor bar, called key driven adding machines. Key driven adding machines are available in a number of combinations such as split columns and with two registers. Basically they required a trained clerk and are considered faster than gear driven machines. Gear driven adding machines are also available with one and two registers, split columns and split platens. Fundamentally there are two groups of gear driven machines, those with a full keyboard and those with ten-key keyboard. An automatic motor control actuated by all the keys is an innovation which combines some of the features of the key driven machine with that of the gear driven machine.

The split platen machine accommodates the accumulation of detailed figures on a tape and the posting of the total on a peg strip form; advances only one classification with each total while the adding tape advances with each detail item listed. Two-register machines offer the advantage of holding totals cleared out in one register, for a grand total of the entire operation. Selection of the right adding machine offers some advantage but is not as important as the selection of the right operator. Trained people, who understand their work, are needed to produce results.



Courtesy Hautau & Otto

A one-writing payroll system bound in a leatherette cover for executive use.

A Pegboard Inventory System

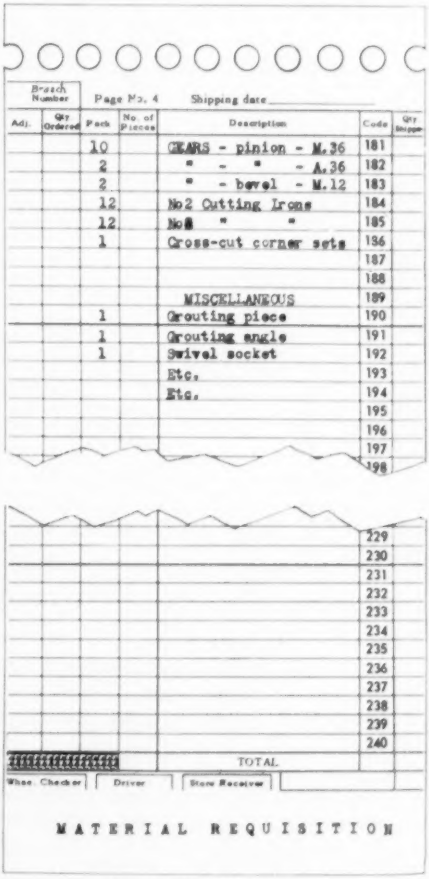
JOHN HOCKMAN

Systems and Procedures Officer, Steinberg's Ltd., Montreal, Canada.

ONE OF THE PROBLEMS of keeping stock records is the volume of paperwork involved. The records lose much of their value if they are not kept up-to-date. This means locating the right card from what may be a large file, posting and computing balances item by item, card by card, to be able to go through the necessary reordering procedure before it becomes a "rush" operation. When inventory values have to be established, it means going over the cards again unless control records have been kept. Keeping control records adds substantially to the volume of detailed clerical work. And all this has to be done accurately if proper control of physical inventories is to be maintained. No one who has had the experience needs reminding of the time that can be spent locating a posting error. Electronic or punched card methods are two ways of reducing the number of manhours needed, but the volume of stock record work is often a problem in offices where the overall volume makes it difficult to justify elaborate types of equipment.

Here is described a way to consolidate the records and handle the data in bulk instead of by individual postings. By using composite summary records instead of individual ledger cards for separate items, the clerical manpower needed is greatly reduced, the work can be checked for accuracy as it progresses and close control of stocks is provided. This method will be familiar to readers with experience in wholesale or retail merchandising techniques, but it can be applied wherever a stock ledger covers items ordered fairly regularly in groups rather than as single items.

For instance, it would be suitable for many finished goods inventories where branches or customers order several items at a time in one or more categories. There is no need for the items to be the same on each order. Another application would be for materials in a job cost system where schedules of materials in varying combinations and quantities are drawn for different jobs.



Branch Number | Page No. 4 | Shipping date _____

Adj.	Qty Ordered	Pack	No. of Pieces	Description	Code	Qty Shipped
		10		GEARS - pinion - M.36	181	
		2		" - " - A.36	182	
		2		" - bevel - M.12	183	
		12		No2 Cutting Irons	184	
		12		No8 " "	185	
		1		Cross-cut corner sets	186	
					187	
					188	
				MISCELLANEOUS	189	
		1		Grouting piece	190	
		1		Grouting angle	191	
		1		Swivel socket	192	
				Etc.	193	
				Etc.	194	
					195	
					196	
					197	
					198	
					229	
					230	
					231	
					232	
					233	
					234	
					235	
					236	
					237	
					238	
					239	
					240	
				TOTAL		

Whse. Checker | Driver | Store Receiver

MATERIAL REQUISITION

Fig. 1. Requisition form.

SUMMARY OF RECEIPTS

Week ended 195

				MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
Acc.	We Ordered	Part	No. of Pieces	Qty.	$	Qty.	$	Qty.	$	Qty.	$	Qty.	$	Qty.	$
		10		GEARS - Plain - M.36											
		8		" " A.36											
		8		" Bevel - M..12											
		12		No 2 Cutting Irons											
		12		No 8 " "											
		1		Cross-cut corner sets											
				MISCELLANEOUS											
		1		Grouting piece											
		1		Grouting angle											
		1		Swivel socket											
				Etc.											
				Etc.											
				TOTAL											

Branch Number Page No. 4 Shipping date

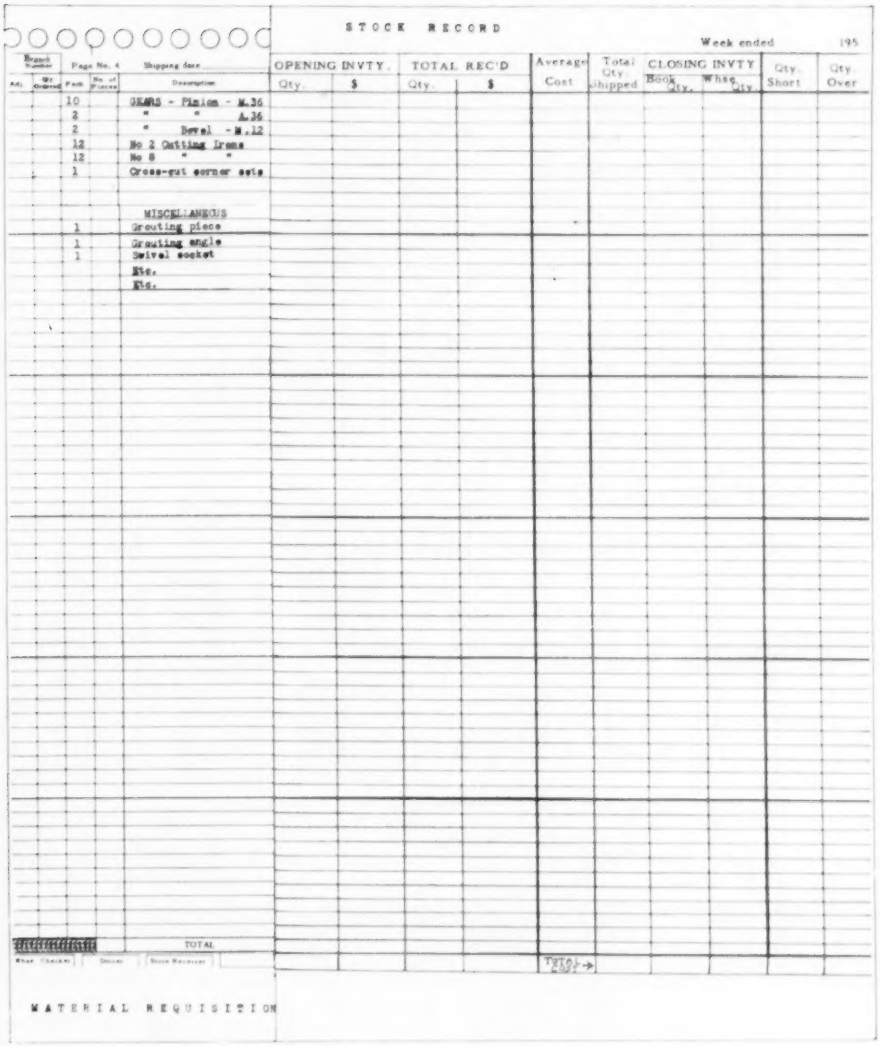
Item Checked Order Item Received

MATERIAL REQUISITION

Fig. 2. The requisition form lined up with the receiving summary form.

It would be especially suitable for commissary operations such as those in an industrial organization. Among other applications might be mentioned the raw materials inventory in a processing industry where a number of materials are combined in the finished product.

The basis of this method is a preprinted requisition listing the items which can be drawn from stock. This might seem to severely limit the number of items that can be covered, but a requisition form 4¼″ by 14″ (not unreasonably large and it can be cut from standard sheets) can comfortably accommodate 60 different items using one



STOCK RECORD

Week ended 195

Branch Number	Page No. 4	Shipping date													
Adj.	Qty Ordered	Pack	No. of Pieces	Description	OPENING INVTY. Qty.	OPENING INVTY. $	TOTAL REC'D Qty.	TOTAL REC'D $	Average Cost	Total Qty. Shipped	CLOSING INVTY Book Qty.	CLOSING INVTY Whse. Qty.	Qty. Short	Qty. Over
		10		GEARS - Pinion - M.36										
		2		" " A.36										
		2		" Bevel - M.12										
		12		No 2 Cutting Irons										
		12		No 8 " "										
		1		Cross-cut corner sets										
				MISCELLANEOUS										
		1		Grouting piece										
		1		Grouting angle										
		1		Swivel socket										
				Etc.										
				Etc.										
				TOTAL					TOTAL COST →					

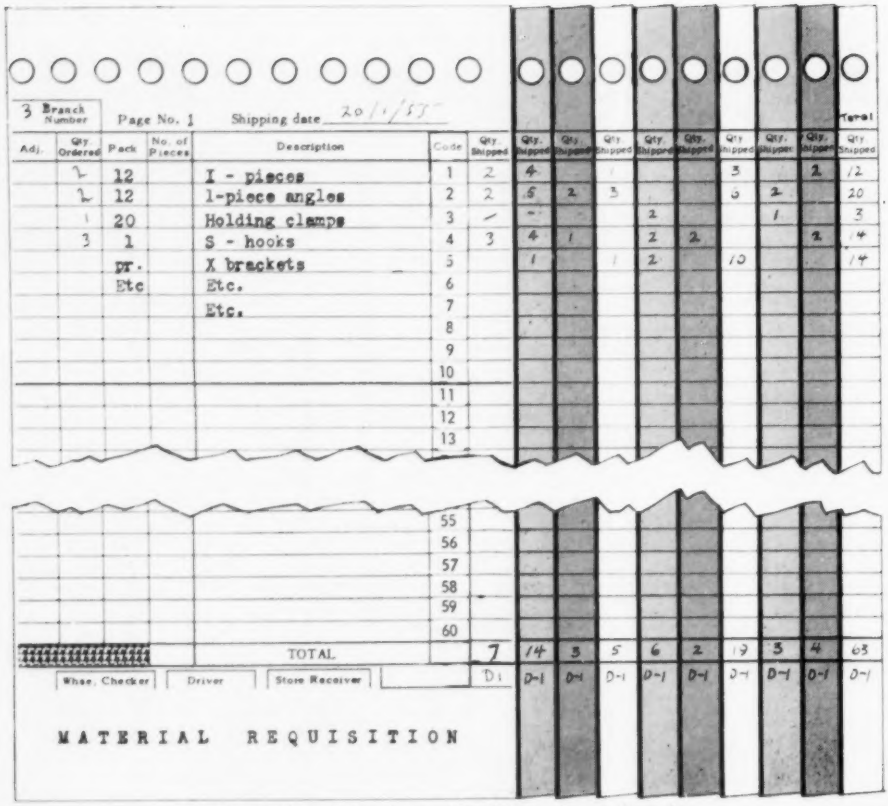
Shop Checker | Driver | Stock Keeper

MATERIAL REQUISITION

Fig. 3. Requisition form lined up with the stock ledger sheet.

line per item, 11 lines to 2″ depth on the form. This allows sufficient depth for quantities, etc., to be handwritten without difficulty. The importance of reserving one line to each item will appear below.

A series of five of the above forms can be handled conveniently, increasing the possible list of items to 300, but the list can be expanded almost indefinitely by various devices which will be described later. When more than one form is in use, each line is given a code number. The basic principles are the



3 Branch Number — Page No. 1 — Shipping date 20/1/55

Adj.	Qty Ordered	Pack	No. of Pieces	Description	Code	Qty. Shipped	Qty. Shipped	Qty. Shipped	Qty Shipped	Qty. Shipped	Qty. Shipped	Qty Shipped	Qty. Shipped	Qty. Shipped	Total Qty Shipped
	2	12		I - pieces	1	2	4		1			3		2	12
	2	12		1-piece angles	2	2	5	2	3			6	2		20
	1	20		Holding clamps	3	1	-			2			1		3
	3	1		S - hooks	4	3	4	1		2	2			2	14
		pr.		X brackets	5		1		1	2		10			14
		Etc		Etc.	6										
				Etc.	7										
					8										
					9										
					10										
					11										
					12										
					13										
					55										
					56										
					57										
					58										
					59										
					60										
				TOTAL		7	14	3	5	6	2	19	3	4	63
						D1	D-1	D-1	D-1	D-1	D-1	D-1	D-1	D-1	D-1

Whse. Checker | Driver | Store Receiver

MATERIAL REQUISITION

Fig. 4. Requisition forms shingled on the pegboard.

same no matter how many nor how few forms are needed. A typical form is shown in Fig. 1.

Since we cannot issue material until we have received it, it would be well to describe the receiving record first. The pre-printed requisition forms plays a convenient part here. Attached to a columnar sheet, also ruled 11 lines to 2″, it provides a listing against which to record receipts in bulk (Fig. 2).

The columnar sheet is used with a normal Purchase Order/Receiving Report system of material receiving, but instead of posting each individual batch received to a ledger card, postings are made in total for a day, a week, or whatever period is determined, one column on the sheet being reserved for each period, and one line for each item (or size, if the items come in several sizes).

At the end of the pre-determined period, the receipts on each line are totalled across directly onto a further columnar sheet which replaces 60 stock ledger cards for individual items (Fig. 3).

As on the receiving summary, one line is again reserved for each item (or size of item, if there are different sizes at different costs). The columns in this case are for opening inventory, receipts, issues, closing inventory, physical count,

I'M "Stretchy"

...The **ARCO** Band-Man

HERE TO TELL YOU WHY

Open-Ring

BANDS ARE BEST

1. They never get Jumbled— Use 'em blindfolded!
2. Open-Ring Bands are . . . Stronger and . . . **S-T-R-E-T-C-H-I-E-R**
3. Open-Ring Bands are much easier to handle and apply

"They Just Can't Tangle!"

ORDER FROM YOUR STATIONER

ALLIANCE RUBBER COMPANY

ALLIANCE, OHIO — CHICAGO, ILLINOIS — HOT SPRINGS, ARKANSAS
69 W. Washington

IF YOUR STATIONER DOESN'T HAVE ARCO BANDS— JUST MAIL THIS COUPON FOR SAMPLES!

ALLIANCE RUBBER CO., 69 W. Washington, Chicago, Ill.

Please Send **FREE** Sample of **ARCO OPEN-RING STATIONERY BANDS** TO-12

Firm ..... Attention .....

Address ..... City ..... State .....

My Stationery Dealer Is: .....

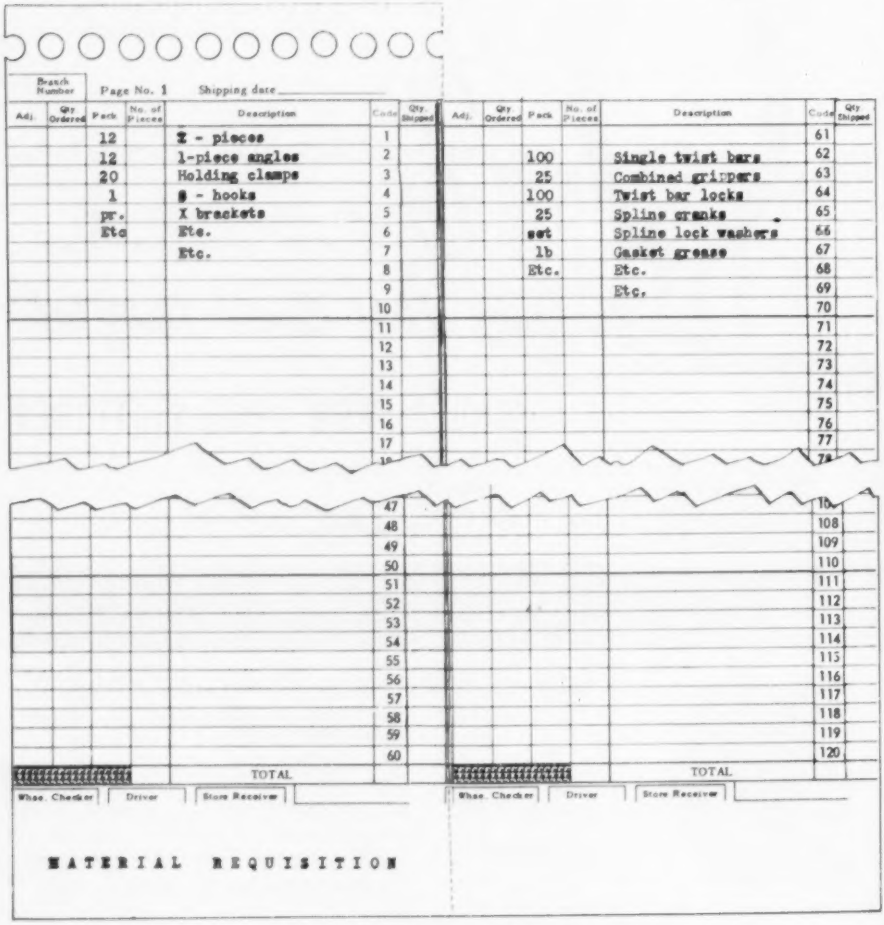
Address ..... City ..... State .....

For More Information Circle No. 163

and stock overages and shortages. The computations follow the usual lines, the only special feature being the accumulation of total issues to post to this record.

When materials are issued from stock, the stock picker marks the quantity issued on the requisition (with any carbon copies required). One copy is returned to the inventory department where it will be summarized with all the other requisitions for the period by pegboard methods.

All the requisitions are shingled side by side on the pegboard, and totalled across on a blank form placed at the end of the spread for this purpose. They also can be totalled down and cross-balanced to prove the work. If department totals are required, the requisitions can be sorted and totalled by departments, and the department total sheets shingled on a pegboard to obtain a grand total of units issued. (Fig. 4).



Branch Number | Page No. 1 | Shipping date _____

Adj.	Qty Ordered	Pack	No. of Pieces	Description	Code	Qty. Shipped	Adj.	Qty Ordered	Pack	No. of Pieces	Description	Code	Qty Shipped
		12		Z - pieces	1							61	
		12		1-piece angles	2				100		Single twist bars	62	
		20		Holding clamps	3				25		Combined grippers	63	
		1		8 - hooks	4				100		Twist bar locks	64	
		pr.		X brackets	5				25		Spline cranks	65	
		Etc		Etc.	6				set		Spline lock washers	66	
				Etc.	7				lb		Gasket grease	67	
					8				Etc.		Etc.	68	
					9						Etc.	69	
					10							70	
					11							71	
					12							72	
					13							73	
					14							74	
					15							75	
					16							76	
					17							77	
					18							78	
					47							107	
					48							108	
					49							109	
					50							110	
					51							111	
					52							112	
					53							113	
					54							114	
					55							115	
					56							116	
					57							117	
					58							118	
					59							119	
					60							120	
				TOTAL							TOTAL		

Whse. Checker | Driver | Store Receiver

Whse. Checker | Driver | Store Receiver

MATERIAL REQUISITION

Fig. 5. Two-column requisition form.

For More Information Circle No. 293→

so many agree on

Burroughs Ten Key

ADDING MACHINE

Here is a remarkable adding machine . . . with new light-touch, quick-action keys, and new cushion-quiet electric operation. It's compact and ever so durable. In four smart colors of your choice, you've got the most exciting adding machine today.

Why not try one in your own office at our expense? Phone today. Our local branch or dealer is listed in the Yellow Pages. Burroughs Corporation, Detroit 32, Michigan.

Burroughs

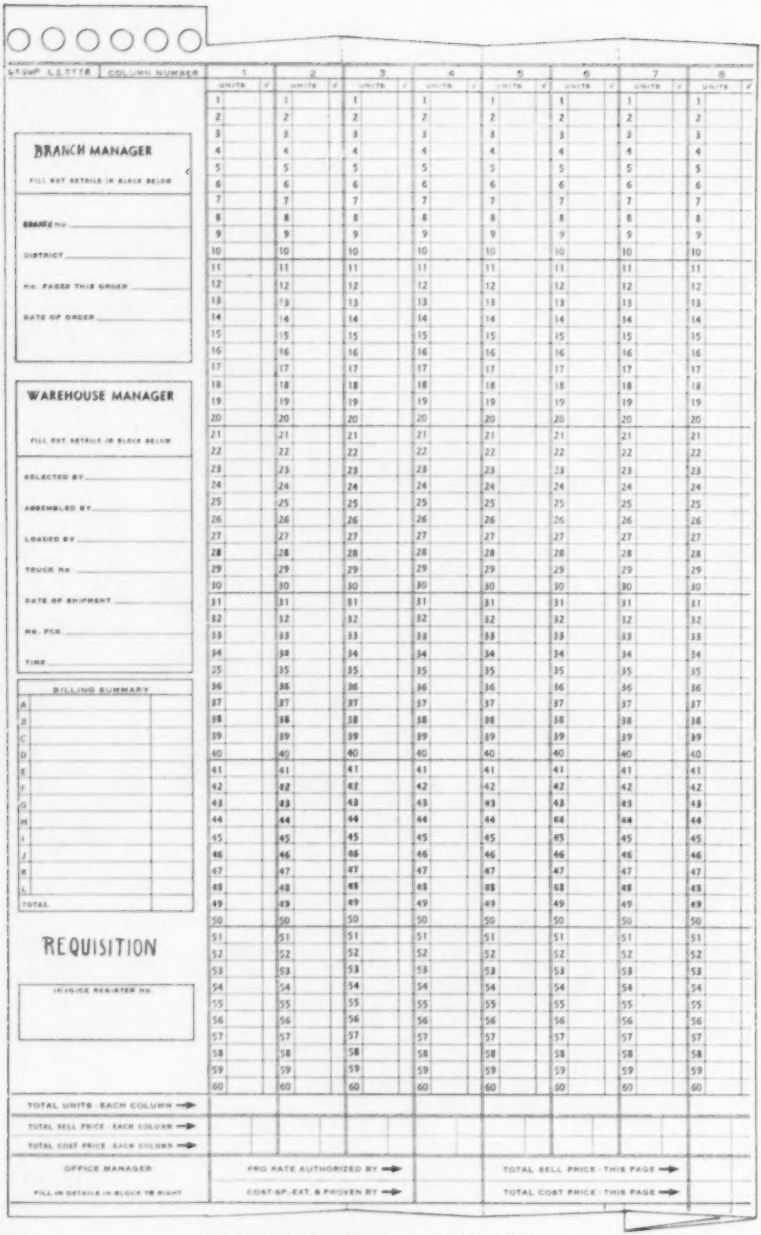


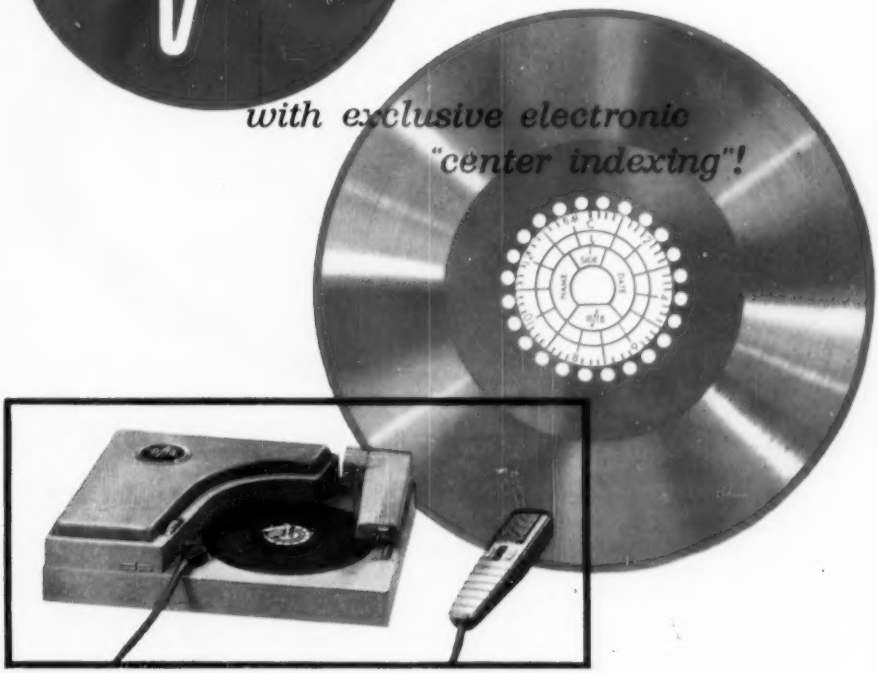
Fig. 6. Multi-column requisition form.

From here on, it is a simple matter to compute and post on the stock ledger sheets, line by line, the closing stock of each item. The results can be balanced with the physical stocktaking results as necessary, to reveal any inventory overages or shortages. The totals of these overages and shortages, posted on the stock ledger sheet, form the basis for a summary posting to adjust the general

a new concept in disc dictating-machines

infra Director

with exclusive electronic "center indexing"!



You'd expect to find the Infra in the usual high price bracket . . . but the Director for '56 was engineered for the latest mass production methods which permit amazingly low cost.

The Infra Director for '56 is something entirely new in disc-dictating machines. It provides more features and greater performance with prices to one third ($\frac{1}{3}$) less than comparable machines.

Arrange for a demonstration of the Director '56 and see what it can do for you and your business.

INFRA ELECTRONIC CORPORATION · ROSELAND, NEW JERSEY

For More Information Circle No. 132

what cost corrections like this?

In the eyes of the receiver, a bulletin represents the sender—represents his standards. How do you think the sender of the above bulletin is represented?

There is now no need—no excuse for duplicated representatives to hint of carelessness.

With the advances in MODERN duplicating you can have copies with corrections that defy detection – clean, clear copies of written, typed and drawn material, produced at high speed, in one or more colors, on a variety of paper and card stocks in a range of sizes. And produced at low cost.

For full information about MODERN duplicating (all four major processes) call your A. B. Dick Company distributor. You will find his name listed under Duplicating Machines in the classified section of your phone book. Or write A. B. Dick Company, 5700 W. Touhy Avenue, Chicago 31, Illinois.

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For More Information Circle No. 136

ledger inventory account. The method of valuation is described below.

A set of master requisition forms can be marked with the ordering level and ordering quantity for each item. Laid over the stock ledger sheet alongside the Closing Stock column, they will immediately point up any items for which the ordering level has been reached, and insure systematic and regular review of all items.

Alternatively the re-order procedure may be run on an imprest system: orders being placed to replace the issues for a given period and keep the stock at a predetermined level.

An advantage of this system is the way in which it accommodates itself to checking and balancing operations. Posting of receipts can be balanced to the total number of units on the requisitions posted, and the computations on the receiving summary (Fig. 2) and stock ledger sheet proved by a normal across-and-down balancing.

This is an advantage, since it means that discrepancies between physical and book inventories can hardly arise from errors of computation: they can be localized as either miscounts of stock or

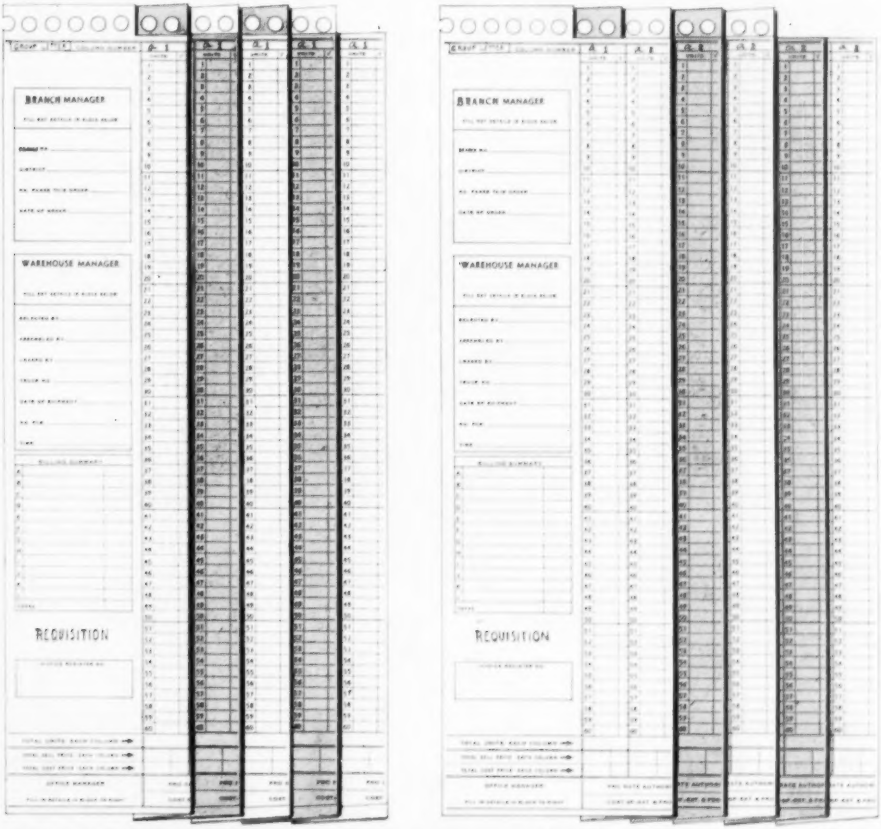

Fig. 7. Requisitions folded on pegboard to expose inside column (left); partly folded to summarize second column (right).

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errors in shipping reports (on the completed requisition forms) or receiving reports. That is, unless it is found that an average in one item is balanced exactly by a shortage in another; in which case there has probably been an error in posting—a receipt or shipment having been posted to the wrong line on the forms: equivalent to posting to the wrong card in a conventional card ledger system. The same facility in providing checks and balances applies to postings and computations in dollars.

Two of the illustrated forms cover only transactions in units, without providing for dollar values. This was merely for the purpose of illustrating principles.

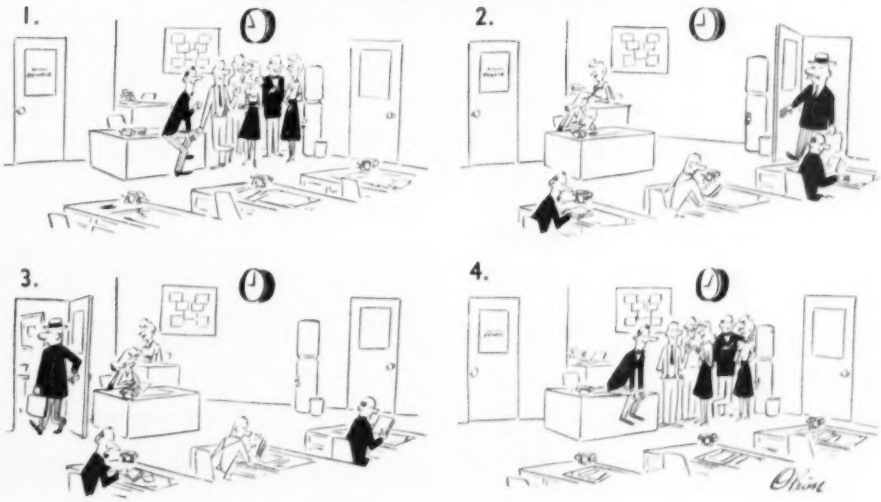
There is no difficulty in keeping inventories in units and value by the method we have described. It is merely necessary to provide dollar columns on the forms. In one case known to the writer, the records are kept not only in units and value, but also in weights, and the labor to post and compute in the three ways is only about double that for posting and computing units only—not treble, as might be expected, because the amount of paperwork and posting is substantially reduced by this method.

The system does have one limitation where valuation of inventories is concerned. It does not lend itself to LIFO or FIFO methods. It is necessary to use average cost methods, since receipts are posted in total for each item on the ledger sheets, not by individual batches. However, it is very easy to work down the sheets dividing total costs of each item by total receipts for the period. It is convenient to provide an average cost column on the ledger sheet to record the results. Alternatively, a blank requisition form can be used.

This average cost is then used to value the closing inventory of each item in the normal way; and to set a cost on any stock overages or shortages.

Once again the method lends itself to simple proof of operations. When the columns are totalled to set up the transactions on the general ledger (or other) control account, opening inventory plus receipts, less returns to vendor if recorded separately, must balance with shipments (or issues) plus

The Magic Moment



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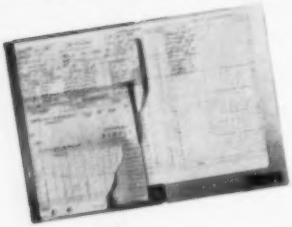

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closing inventory plus shortage or minus overages.

A further advantage of this system is the elimination of much costing work. There is no need to price or extend individual requisitions. The average cost can be applied to the total requisition for each department, only.

There is no need to record the individual extensions. Only the total charge to each department or control need be recorded, since the work can be proved by extending the grand total requisition and balancing to the sum of the department totals.

It will be seen, too, how easily the totals for posting to control accounts can be extracted by this method. No pulling and turning of cards to set up total receipts, total issues or closing stock; merely a small number of ledger sheets with columns of figures to be totalled; and proof by cross-balancing for every group of 60 items.

The list of items which could be handled could be doubled by using requisition forms 8½" x 14" divided into two sets of columns, and perforated down the middle so that they can be folded before they are put on the pegboard to be summarized. After the spread on one side of the pegboard has been summarized, the whole spread can be turned over to total the other side. There is no need to rearrange the forms on the board (Fig. 5). If still greater capacity is needed, it can be provided by using a code instead of a full description of the items on each requisition.

All concerned are provided with a

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master list or catalog of the items, in book form if necessary, but set out 60 items to a page, and 5½ lines to the inch as before. The requisition form is divided into columns (up to six or more), each with 60 lines spaced and numbered in the same way as the catalog, but without item descriptions (Fig. 6). Each column on the requisition form is also numbered.

The pages of the catalog are divided into groups, each of as many pages as there are columns on a single requisition form. Each group of pages is given a number or letter, and each page in the group a separate number, corresponding to the number of one of the columns on the requisition form. The requisition form is perforated along the edges of the columns so that each column in turn can be folded under.

To requisition any item in the catalog a blank requisition form is marked with the symbol (letter or number) for the group of pages in which the item appears; one of the columns is numbered with the page number; the page is placed alongside the selected column of the requisition form, and the quantity required is marked on the appropriate line number in that column. Other items from the same catalog page are marked on their appropriate lines; those from the next page, in the next column of the requisition form, and so on.

A single requisition form can accommodate up to 400 or more items, and the number can be expanded indefinitely by using a series of requisition forms, each bearing the number of a different group of pages in the catalog.

The code number for any item consists of a number for the group of pages, the page in the group, and the line: for example, an item on the second line of the first page in the first group in the catalog would be 1-1-2, (or A-1-2); or one on the 59th line of the 6th page in the 25th group 25-6-59 (or Y-6-59).

These codes can be made to corres-

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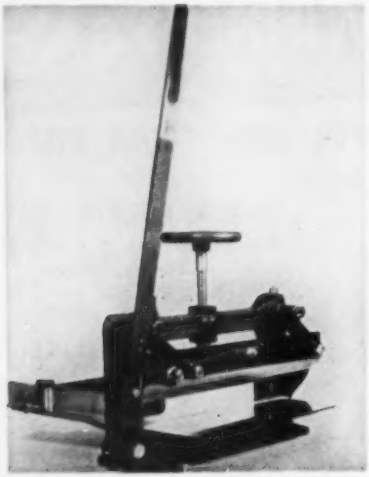

deep and 34¼″ high including handle. Cutting width is 14⅛″. Inside cutting length, knife to back gauge, is 13¾″.

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For More Information Circle No. 245

pond with the bin numbers, for the benefit of the stock pickers. The stock picker can have the key pages of the catalog, for the group of items for which he is responsible and, if he needs to, decode the requisition in the same way as it was encoded.

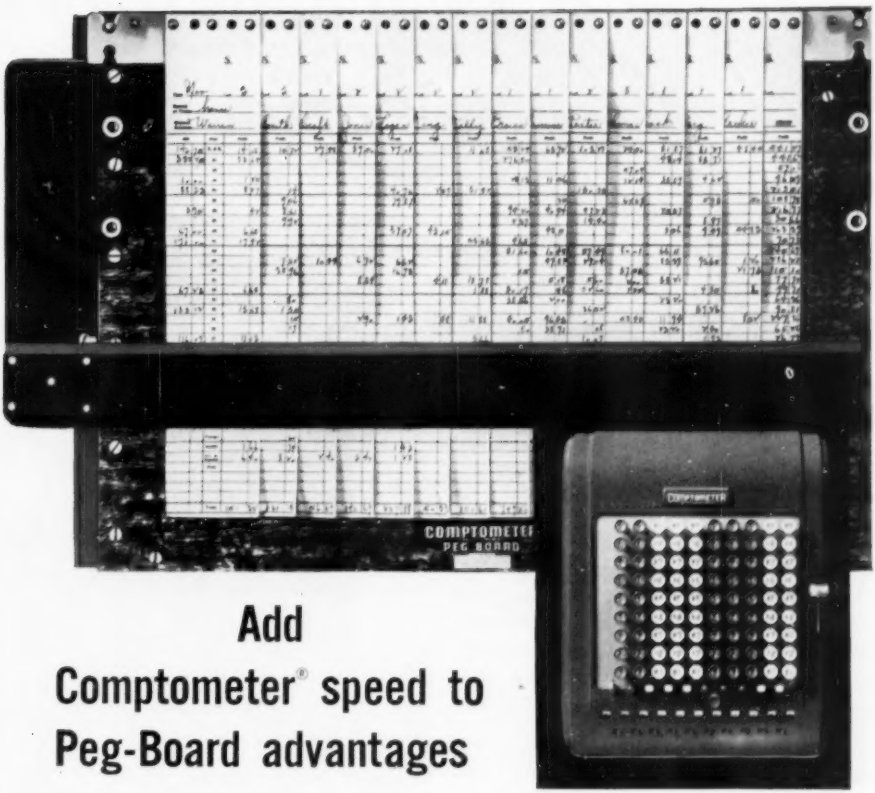
For summarizing the issues from stock, after the stock picker has checked off the quantities issued, the forms are folded column by column so that only the inside column is exposed (after sorting them according to the catalog page-group numbers marked on them) (Fig. 7).

They are placed on the pegboard thus folded. Total issues of the items in the inside column are computed. The forms are then partly unfolded, still on the pegboard, to expose the second column, and the process is repeated, until all columns of all requisitions have been summarized.

This procedure has the same advantages as the simpler one explained earlier; each step of the summary can be proved by cross-balancing. There is a slight risk that mis-sorting of the requisitions may result in "adding oranges to doughnuts", but the page and column numbers are entered where they can be seen when the forms are folded and spread on the pegboard. The risk is small, with reasonable care.

The method provides great flexibility for cataloging. It is not necessary for the list of items to remain unchanged for long periods. There are several ways of making changes, short of re-issuing the whole catalog, though it is essential that everyone uses the same code numbers for the same items at the same time.

Bulletins of out-of-stock or obsolete items can be issued. For additional items, extra pages can be distributed, with new code numbers. Substitute pages can be issued to replace any which are out of date. Even re-issuing the whole catalog need not be a back-breaking task. The basic forms for the pages can be printed in advance, in



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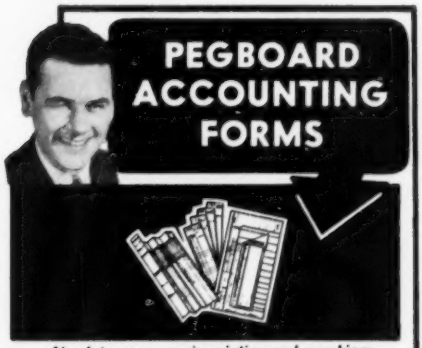
economical quantities, and the actual list of items, unit quantities, etc., reproduced on them by a duplicator. Where the list of items is fairly stable, an addressing machine can be used for preparing the duplicating masters; or the original pages can be amended and reproduced by photographic, xerographic or similar process.

To reduce the amount of amendment work, it is advisable to leave some blank lines at strategic places in the list, to allow for inserting new items before the page is re-issued.

Perhaps this system sounds complicated. Almost any system does, when described step by step. But it will be found in practice no more complicated than many systems in wide use. It need not be applied to every item in inventory: it can be applied just for those classes which it suits. It is in wide use in warehousing operations, but its benefits need not be confined to those operations.



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They enable your typists to do more and better work. They take less time out for repairs and lower service costs.

As part of the "typing station" picture—salary, rent, heat, light, telephone and typewriter supplies—*one new Royal* represents less than 1% of the entire charge.

"But how *many* years is *x* years?" you ask. The number varies with businesses. Call your Royal Representative who will be happy to study your case and make a recommendation.

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WEST HARTFORD, CONN.
TELEPHONE HARTFORD AD-[illegible] 3-[illegible]

Tried to phone you.
We hope your firm,
if flooded, can benefit
from info in this letter.

August 23, 1955

RE: DRYING OF WET RECORDS

AN IMPORTANT LETTER TO ACCOUNTANTS IF ANY OF YOUR CLIENTS SUFFERED WATER DAMAGE TO VITAL RECORDS OR FILES.

Probably some of your clients can use help with salvage of vital records. If so, we have some helpful suggestions to offer; and we want to be of assistance.

In the first place, we offer the following advice for people drying out their own records: 1) Start a systematic drying process as soon as possible. Do NOT just set files in the air to dry gradually, even in sun light. Records left to dry without separation or forced drying may mildew rapidly, decompose and form an unsalvagable mass. Ink or typing may run and become less legible. 2) CARD RECORDS: These can be dried successfully without separation in oven heat of 200 to 250 degrees Fahrenheit. Enameling ovens or regular stove ovens can be used satisfactorily allowing a day or so for drying. If these are unavailable, or impractical because of the number of records, a method such as described below should be used. 3) PAPER RECORDS (Correspondence, etc.) to be satisfactorily dried, these records should be separated while still wet and dried separately, although one firm has used the first method satisfactorily, but a sample should be tried before attempting all records. Photographic print driers or household laundry mangles can be used for this, feeding one sheet at a time; however, this process is slow and tedious.

We have found the most satisfactory and rapid means of drying records that must be separated individually is to use rolled corrugated-one-side, flat-one-side wrapping (such as Corraflex, available from any commercial paper house, a 24" wide by 350' long roll costing about $7.00 will dry approximately 1,000 8½ x 11 sheets). Place sheets on corrugations, unrolling and and rerolling at same time. An electric fan placed so that it pulls air through the corrugations, or placing the roll on end over a light bulb so that warm air currents rise through the openings will dry paper satisfactorily legible and flat in a few hours.

Secondly, we have in our plant at 12 North Main Street, West Hartford, about 4000' of floor space which we are making available to those who need it for drying records. We can provide for use on the premises corrugated rolled paper and fans. We must, however, request that firms supply their own personnel to actually do the work, although we can provide assistance and supervision. We are also operating our plant on an emergency production schedule to replace unused forms - for this of course we must charge regular prices.

If any of your clients who were inundated have need for the above described service, please have them call (either the writer, Mr. Marston Giddings or Mr. Richard Codraro) and we will make arrangements to accomodate them up to the fullest extent of our capacity. Please understand that there is no charge or obligation for this service - we are simply discharging what we feel is our community duty to our less fortunate fellow businessmen. We will be happy to answer any questions, give further advice or assistance arising from flood problems of your clients.

Cordially yours,
BUSINESS FORMS, INC.

W M Beekley

W. Mason Beekley
Assistant to President

This form letter was considered newsworthy by the Hartford Courant which quoted from it in its news columns during the flood period.

How Offices Fought the Flood

EDMOND W. McNAMARA
Systems and Procedures Supervisor, Bassick Co., Bridgeport, Conn.

WHEN THE FLOOD waters belched forth by Hurricane Diane smashed their devastating way down the Naugatuck Valley in Connecticut, they left a mighty path of death and destruction. Homes, businesses, industries, towns and people were wiped out. The frightening details almost defied description, but the story has been told and the losses, heroism and self-sacrifices have been journalized.

Only a few weeks after Diane visited the Naugatuck Valley, some businesses were doing business as usual. Soon the Naugatuck Valley will be forgotten by most people. But there is much to be learned from the disaster, especially by office management. This is the story, overlooked by the press, of the effects of the flood on offices.

Imagine, if you can, the plight of some companies that were hard hit. Seymour Mfg. Co., in Seymour, Conn., for example, sadly reported the following: water 5 ft. deep on the floor above the basement; all productive equipment inundated, heavily mud-laden and contaminated; work in process in turmoil (identification of product parts uncertain, identification of last operation performed—*lost;* all paperwork accompanying production-in-process — *lost*; chairs, desks, typewriters and other office machines clogged with slimy mud —*out of order.)*

Much of the office equipment in the valley required decontamination. Gas masks were the uniform of the day as company employees, assisted by representatives of office machine manufacturers and their distributors, tackled the shuddering task of salvaging what could be salvaged; putting as many machines and other equipment as possible back into usable condition. One distributor of reproduction equipment reported that he cleaned and repaired 40 machines during the first two days. Nor was the

Water has a disastrous effect on paper records and the silt carried by a flood makes a mess of everything else, as seen in this Naugatuck, Conn., office.

Alyn Stationers on Main St., Winsted, Conn., was 95% wiped out (see photo below).

Interior of Alyn Stationers after water had receded. Owner John Alexas' home was hit by a landslide during the flood.

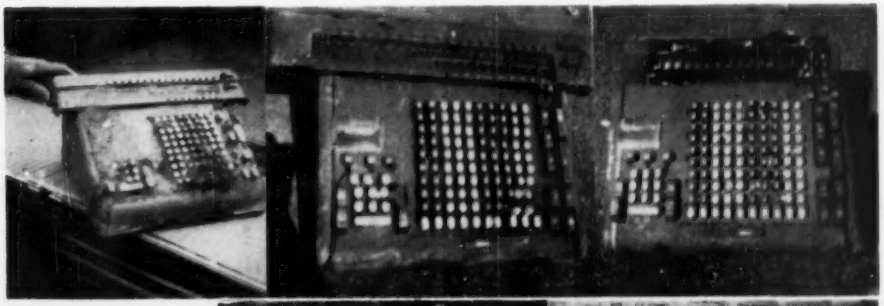
A microfilmer which was found under muddy waters. It was cleaned and renovated at Recordak's Hartford office. All but four feet of the film in it was developed and saved.

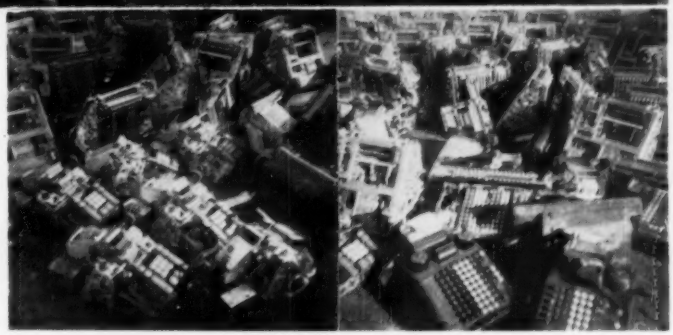
storm any respecter of special or expensive equipment. Expensive punched card accounting machines, such as those at Charlton Press in Derby, Conn., were described on first inspection as a "complete wreck."

The damage to office equipment was serious indeed, but the steps toward repair and reconditioning were reasonably fast and sure. A new motor here, a new transformer there. In some instances just a good cleaning bath and the machine was ready to run again—almost as good as new. In other instances, if the equipment couldn't be put back in running condition it was possible to order immediate replacement. Generally—except in the case of specially built machines—replacements were available. When necessary, new equipment was rushed in on priority from manufacturers. Such was the anxiety to get the office retooled that the office equipment budget was "temporarily forgotten."

When the effects of the flood on offices were appraised, it was evident that recovery would not be too sure. It was perhaps in the area of paperwork that most of the serious damage was done. Some companies lost their entire

William Jensen, Friden's Waterbury service manager, and Lewis Carrington, salesman, inspect Friden machines that were in the flood.





John J. Angus, Waterbury manager for Friden Calculating Machine Co., and his staff rounded up over 100 calculators and adding machines within five days. Some were blocks away from their owners' offices. Steam cleaning removed sand from machines.

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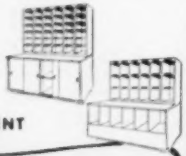

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supply of forms. One company reported that it lost its supply of only 12 different forms and was considered quite fortunate. After all, that would be a small percentage of the forms used by most companies. But supposing *you* were to find yourself completely out of your standard forms. Just to help visualize the straits you would be in, jot down the titles of 12 of the forms used in your business. Don't take the major forms; simply pick 12 at random. Now, suppose you were suddenly to run out of all 12. What situation would your office be in? Chaos, probably.

There is no concrete estimate available of the number of printed forms that were lost in the flood. The demands thrown on forms manufacturers and printers was more than they could handle. Sizing up the magnitude of the task before them, forms manufacturers offered advice and assistance in attempts to salvage as many forms as possible. Business Forms, Inc., of West Hartford circulated a release describing methods of drying wet records. This service was newsworthy enough to appear in the Hartford Courant. Meanwhile forms makers worked valiantly to furnish companies with replacement

(Continued on page 147)

Records and equipment were dried outdoors while office interiors were cleaned up.

WAUSAU

IMPRESSION PAPERS

Receptive Surfaces are built into ALL WAUSAU IMPRESSION PAPERS

In offset . . . in stencil duplicating . . . in spirit and gelatin process . . . you see the value of the superior surfaces of WAUSAU IMPRESSION PAPERS. The rich, clean, sharp impressions are unsurpassed. For WAUSAU IMPRESSION PAPERS are tub sized and especially treated; a specific kind of paper is made for each of the 3 major processes.

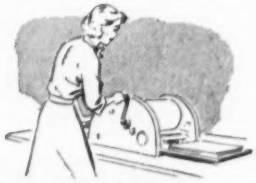
Besides having superior printability, WAUSAU IMPRESSION PAPERS handle easily. They don't fight back. Hours are saved by their quick response to office machine action.

Because WAUSAU IMPRESSION PAPERS are made of carefully selected virgin fibre they have toughness, strength. They are uniform and full-bodied—high in bulk for the weight—which makes them rigid for high speed operation, dependable for automatic feeding. No wonder WAUSAU IMPRESSION PAPERS outperform other papers in smooth, fast production.

The complete WAUSAU IMPRESSION PAPER line is available nationally through authorized distributors and stationers.

Offset papers with specially prepared Wausau surfaces are easy to handle.

Stencil Duplicating — uniform; quick drying; minimum set off; good bulk.



Spirit or Gelatin Process — clear, sharp impressions — no fuzzy ink spread.

OUR 56th YEAR

WAUSAU PAPER MILLS CO.

Artisans of Fine Papers

General Sales Offices

111 W. Washington Street, Chicago 2, Illinois

Mills at BROKAW, WISCONSIN

Member—Wisconsin Paper Group

For More Information Circle No. 153

AT LAST!...

*Hi Vi: Old Town's special *High Visibility* coating on the stencil . . . no cushion required for readability

Old Town Hi Vi Stencils save time and reduce errors. Because of the exclusive High Visibility coating, copy stands out clear and sharp—easy to proofread, without using a cushion sheet.

Nor is a cushion sheet required while typing, handwriting, or even making detailed drawings. The tough base tissue of these stencils, an Old Town exclusive, has been engineered for superior stencilizing without extra protection or cushioning. No special writing plate or stencil writing instrument is needed when signing or writing; any ball point pen may be used, on any smooth, hard surface. Moreover, this exclusive base tissue has *wet strength*, for added durability.

Old Town Stencils may be washed, stored, and reused without loss of effectiveness.

Another Old Town exclusive: The new, easy-to-use typewriter spacing and position guides are a timesaver for the experienced typist—and a godsend for the beginner.

Old Town Stencils are built for precise, quality reproduction, throughout long runs. They are also built for long shelf life, safety-guaranteeing your inventory.

Complete line: The Old Town stencil duplicating line includes a full range of inks, correction fluid, filing folders, typing film—and a rapid Stencil-Form Service.

World's foremost maker of carbons, ribbons, duplicators and duplicating supplies

Old Town **STENCILS** AND MIMEOGRAPH SUPPLIES

a stencil that's easy to read:

the new

Hi Vi*

stencil

by

SEND FOR YOUR FREE OLD TOWN STENCIL SAMPLER KIT

See for yourself the difference between ordinary hard-to-read stencils and Old Town Stencils with amazing High Visibility coating.

Old Town Corporation, Dept. 0-12
345 Madison Avenue, New York 17, N. Y.

Please rush my free copy of the Old Town Stencil Sampler Kit.

NAME .....

COMPANY .....

ADDRESS .....

For More Information Circle No. 237

New Products

OFFSET DUPLICATOR

A. B. Dick Co., 5700 W. Touhy Ave., Chicago 31, Ill., makes the Model 350 Offset Duplicator which includes many features to simplify production of quality copies of linework or halftones. Aquamatic control allows the balance between ink and fountain solution to be easily maintained even by relatively inexperienced operators. This is important

in offset duplicating. When ink and fountain solution were applied separately, copy quality depended largely on the operator's skill. On the 350, one simple control setting meters the exact amount of fountain solution needed to maintain balance, eliminating this judgment factor. Self-adjusting cylinders eliminate making adjustments for differences in master thicknesses or impression paper weights. An operator can switch from the lightest paper master to a metal plate, or from 12-lb. stock to bristol without adjusting cylinder or roller pressures. A universal master clamp accommodates slotted, serrated, and straight edge masters. If pinbar punched masters are used, the universal clamp can be replaced in seconds with an auxiliary clamp. Feed table has 10-ream capacity and is easily and quickly set for paper sizes from 3" x 5" to 11" x 16". Easy-to-read calibrations on the feed table match calibrations on the receiving tray. Front guide rails are quickly positioned with fast-action cranks. There are no conveyor tapes, separator clips or pull-out rollers to adjust, and no need to block off unused suction feet when feeding small size paper or card stock. A simplified control permits the operator to raise or lower copy without tools. It is not necessary to clean the blanket cylinder after vertical copy adjustments. Precise lateral or angular adjustments also are made quickly and easily. An automatic blanket cylinder action instantly disengages the blanket cylinder from the master cylinder when paper ceases to feed. This eliminates image buildup or accumulation of ink on the blanket cylinder, and insures uniform copy. The A. B. Dick Offset Duplicator will produce up to 9,000 copies an hour. An automatic counter counts up to 99,999 copies. **For More Information Circle No. 300.**

DUPLICATING SYSTEM

Haloid Co., 55-24X Haloid St., Rochester 3, N. Y., offers a free case history brochure on the use of xerography by Gerber Products Co., Fremont, Mich., which illustrates and describes how office forms, standard practice bulletins, reports and letters, engineering drawings,

traffic invoices, etc., are produced quickly and economically. It shows how duplicating costs have been reduced 33⅓%. For a Free Copy, **Circle No. 311.**

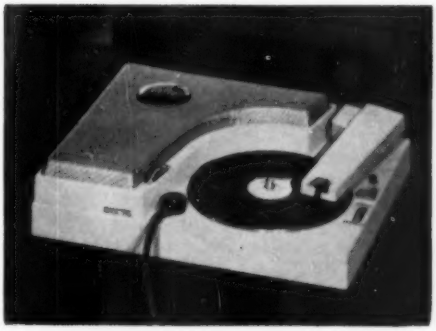
SYSTEMS WRITER

Royal Typewriter Co., Div. of Royal McBee Corp., 2 Park Ave., New York 16, N. Y., makes the Royal McBee electric systems writer. When teamed up with an adding machine it will, at low cost, handle virtually all accounting tasks for

many small businesses or special departments of large companies. It will handle payrolls, accounts receivable, as well as basic jobs such as journal, ledger and voucher records. It will do any special accounting task involving simultaneous entries on as many as three forms of different format. Sells for about $700. **For More Information Circle No. 331.**

DICTATING MACHINE

Infra Electronic Corp., Recording Div., Roseland, N. J., makes the Infra Director disc dictating machine which weighs only 8½ lbs. complete with hand microphone and power cord. Its correction and end-of-letter Center Index on the disc gives the transcriber all the information she needs at a glance, without log pads. Full disc visibility assures disc is properly placed and speeds changing of discs. The small, detachable hand microphone-speaker has fingertip control and optional locking feature for sustained recording or playback. Other features include built-in loudspeaker, voice modulation



light, permanent diamond stylus, input gain control to adjust volume of recording for personal or conference use. The unbreakable vinylite plastic discs fit standard mailing envelopes and card files. Available in two sizes, for 15 and 30 minutes of recording. The Infra Director sells for $267.60 including hand microphone and excise tax. **For More Information Circle No. 333.**

RECORDS RETENTION GUIDE

Bankers Box Co., 720 S. Dearborn St., Chicago 5, Ill., offers a free 28-page "Manual of Record Storage Practice." This fifth edition of the manual, like previous ones, reflects the record storage practices of a large number of commercial and industrial firms, and financial institutions. It is not based on the opin-

ion of Bankers Box Co., but on the actual methods of a cross-section of American business. Basically, the length of time a particular record is kept (except for those controlled by law or regulation) is an individual decision; but knowing what others have found practical may be helpful in making your own decisions. With this guide, tempered by your individual needs and requirements, you can set up a retention schedule for all your records. To expand the scope of the survey and assure unbiased judgment of results, an outside agency prepared the questionnaire, selected and questioned a large group of firms and collated the data. This survey included personal interviews, inspection of storage rooms, inspection of storage forms, mail survey, telephone contacts and an analysis of published material. For a free copy, **Circle No. 320.**

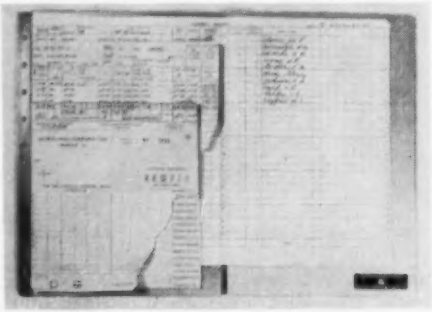
LETTERHEAD PORTFOLIO

Byron Weston Co., Dept. OF, Dalton, Mass., offers a portfolio of outstanding letterheads to demonstrate the range and versatility of the new laid watermarked letterhead paper, Weston's Hand Weave.

Samples of modern letterheads produced by letterpress, offset lithography and die-stamp engraving show the effectiveness of this laid 25% rag content paper as a background for any printing process. Letterhead size specimen sheets also demonstrate the range of colors and weights which include a brilliant white and four pastel colors. Weston's Hand Weave is available in standard sizes in substance 20 and 24 with envelopes to match; also in correspondence cabinets, ladies' and men's sizes. For a copy of the portfolio **Circle No. 304.**

ACCOUNTING SYSTEMS

Safeguard Corp., Lansdale, Pa., makes Safeguard Systems for check and cash payrolls and general disbursements. Each simple system can be operated by anyone without accounting training. The Check Payroll System uses shingled checks in sets of 25, ledger cards, payroll summaries and window envelopes.

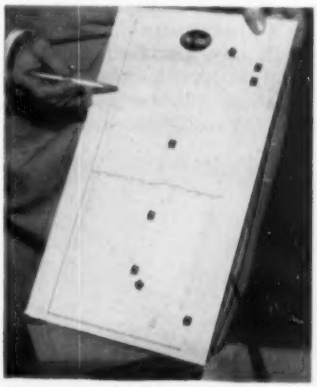


One writing makes all entries. Check stubs can be imprinted to order and the system is suited to firms with from five to 1000 employees. The Cash Payroll System uses pre-shingled pay statements in sets of 25, payroll summaries, ledger cards and currency envelopes. Employee name is entered on pay envelope and all records in one writing. Coded deduction columns eliminate imprinting. The General Disbursement System uses pre-shingled checks in sets of 25. Information entered on voucher stub is simultaneously recorded on journal for permanent record. Journal has columns for returns and allowances, discounts, bank balance and deposits, plus 23 columns for expense distribution. The Safeguard Board used in each system is always loaded for instant use; measures 9½" x 12½", weighs 20 ozs. **For More Information Circle No. 328.**

DUPLICATING STENCILS

Old Town Corp., Dept. O-12, 345 Madison Ave., New York 17, N. Y., is introducing a complete line of stencils and mimeograph duplicating supplies. Featured products in the new line are Old Town Hi Vi Stencils which are triple-coated to provide high visibility and employ a tough, wet-strength base tissue. The visibility produced by a special coating makes copy (typed, handwritten, or drawn) stand out clearly on the dark background of the stencil, so that copy can be proofread easily without using a cushion sheet. The tissue permits greater length of run with emulsion and water base inks; no uneven or sagging lines will develop as the run progresses into the thousands. Also, the wet strength feature eliminates the loss of effectiveness when the Hi Vi Stencils are washed and reused. Another advantage is that Old Town Hi Vi Stencils can be typed, drawn or written upon without using a cushion sheet and the results will be duplicated copies of superior quality.

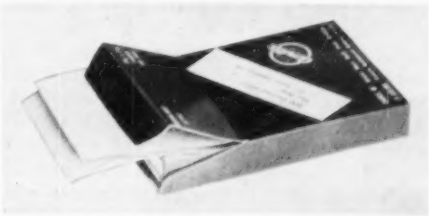
They can be signed without cushion sheet, special writing plate, or stencil writing instrument. Any ballpoint pen will do the job, on any hard, smooth surface. The boss won't ruin a well-typed stencil by signing it with the same flourish he uses on ordinary correspondence. For typists who prefer to use them, each package of Old Town Stencils contains a supply of wax coated cushion sheets. One of the Hi Vi grades is a yellow stencil for closely packed text or fine detail. When this stencil is used with its black cushion sheet, stencilized areas show up black against the yellow, non-glare background for maximum visibility. Old Town Stencils have self-instructing typewriter spacing and scale guides, clearly visible and organized to save time for both experienced operators and beginners. There are two economy grades, a light blue stencil and a white stencil, which are moderately priced for economies, especially on limited runs. Old Town's package allows single stencils to be easily removed from



the box without disturbing the rest of the pack. A unique grade labeling band identifies the product by type, quantity and size. The Old Town mimeograph duplicating line includes a full range of inks, correction fluid, filing folders, typing film, and other supplies. Their Stencil Form Service provides stencils on special order to customers requiring basic forms, whether formographed or guide-printed. For free sampler kit, **Circle No. 340.**

FANFOLD LABELS

Amberg File & Index Co., 1637 Duane Blvd., Kankakee, Ill., makes the F100 package of 500 fanfolded gummed labels



of 1⅛" x 3¾" size. Each label is perforated to permit shortening to $3\frac{3}{16}$" to fit third-cut folder tabs. Available in choice of nine colors. **For More Information Circle No. 321.**

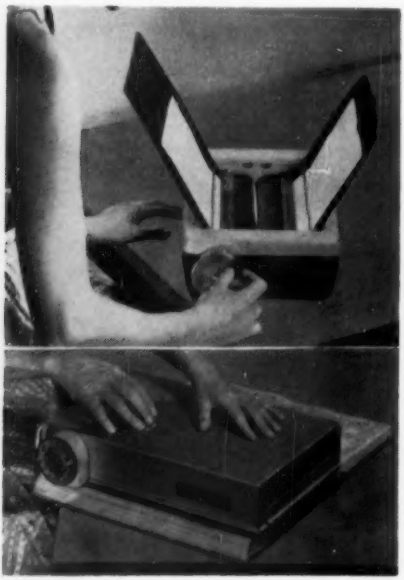
MOVABLE PARTITIONS

Unistrut Products Co., 1013 W. Washington Blvd., Chicago 7, Ill., announces Unistrut Partitions which feature the Attwood system of space division. The patented Unistrut steel channel is combined with any standard paneling material (plywood, hardboard, pressed wood, plastics, wallboards, metal, glass, etc.) from ⅛" to ½" thickness. Because

of their ease of erection and adaptability to all paneling materials, Unistrut Partitions are applicable to factories, warehouses, offices, stores and similar structures. The partitions have sound-retarding qualities and are very strong and durable. Maximum flexibility in design and construction is provided. Any type framing pattern is available, including floor-to-ceiling, open ceiling, 7 ft. office divider, cubicle, railing, etc. The partitions are easily adjusted and are 100% reusable. For erection, only simple tools and stock Unistrut parts are required. Most of the work is done with a screwdriver. After laying out the area, the Unistrut channel is screwed to floor and wall abutments. Upright channels are bolted into position and horizontal channels are bolted on. Standard panels are slipped into place and molding strips and corner coverplates complete the installation. For free illustrated catalog No. 900 with complete framing information, dimension drawings and a detailed list of parts, **Circle No. 326.**

TRANSFER PHOTOCOPIER

F. G. Ludwig, Inc., 792 Coulter St., Old Saybrook, Conn., makes a new Contoura-Constat transfer process photocopier for making exact black-on-white copies of any original, whether printed on one side or both, in about 30 seconds. The 1956



models have a powerful light output that allows use of less light-sensitive copy paper. They can be used under usual office lighting with no need for a darkroom or light-shield. Other new features include a built-in timer for accurately exposing copies, and a spine edge to help make the copy paper conform to page curvature when copying thick books or magazines. Flat documents are copied with the Contoura in its carrying case. The Constat

processing unit has been redesigned in a two-tone light gray top and dark gray base. It has been streamlined to fit in with the decor of the modern office. A number of modifications in the working parts make it easy to use and keep in operating order. The Contoura-Constat is truly portable and can be taken and used anywhere. A complete copying unit includes: Contoura, Contoura carrying case, paper safe, air pump (to inflate patented cushion on Contoura), Constat, Constat carrying case, mixing-storage bottle and siphon. The legal size unit, which copies anything up to 8½" x 14", is $198.85; the research size is $171.35 for books and smaller documents. **For More Information Circle No. 317.**

TEMPORARY EMPLOYEES

Russell Kelly Office Service, Free Press Building, Detroit, Mich., offers a free folder describing their complete temporary employee service which is available to offices in many cities

throughout the country. They specialize in clerical work and can supply trained employees for any type of office work on short notice. The customer does not hire these temporary workers but pays the service. The procedure is described in the literature available from above address or **Circle No. 339.**

TYPEWRITER PARTS

Ames Supply Co., 564 W. Randolph St., Chicago 6, Ill., have published their General Catalog No. 9. This 302-page typewriter platen, parts and accessory catalog is divided into six sections including: Shop Equipment and Tools, Platens, Feed Rolls and Rubber Products, Miscellaneous Supplies, Parts, Resale Merchandise, and Prices. Dealers can obtain a copy from the above address or **Circle No. 342.**

DICTATING MACHINE

American Dictating Machine Co., 65 Madison Ave., New York 16, N. Y., announces the 1956 Rex Recorder TN3, with many new mechanical features. Its indexing system uses a roll of index slips which pull through and tear off. The high fidelity response, produced by the magnetic principle of recording, has been increased in range and quality. This results in better adaptability for conference and telephone recording. An "off"

button turns the machine on and off, and automatically leaves the machine in neutral position. In addition, The TN3 Rex Recorder has an input volume control which permits use of the machine in all locations, regardless of interfering noise conditions. Its neutral or release button permits immediate and precise access to any point on the disc. The Rex Recorder quick review feature, coupled with the magnetic re-dictate or correction feature, is so accurate that single word corrections can be inserted if a word with the same number of syllables is dictated over the word to be corrected. Typists can backspace one word at a time, if necessary. The unbreakable case is guaranteed for life. Delivery will begin about Jan. 1. **For More Information Circle No. 305.**

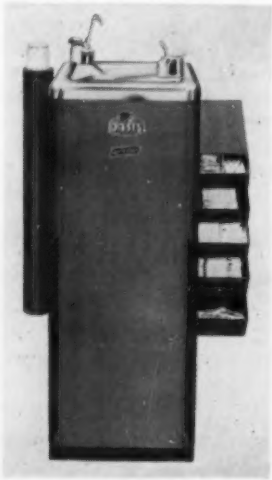
PROTECTION GUIDE

Herring-Hall-Marvin Safe Co., Hamilton, Ohio, offers a free 36-page illustrated booklet, "A Practical Manual of Protection Equipment," which advises on the selection, operation and maintenance of records and money housings resistive to burglary and fire. Text covers all types

of equipment from large bank vaults to small chests. Various types of locks, such as those with time mechanisms, are explained. The purpose of the booklet is to guide prospective purchasers of protective equipment and assist those who have such equipment to make the most efficient use of it. It is equally helpful to the large and small business. For a free copy **Circle No. 334.**

HOT BEVERAGE DISPENSER

Ebco Mfg. Co., 265 N. Hamilton Road, Columbus 13, Ohio, offers color-matched beverage and cup dispensers that are quickly and easily affixed to their new Hot 'n Cold Watercoolers. The dispensers hold all necessary ingredients for the coffee-break plus 75 cups and spoons. Cups are neatly stacked in an inverted position for added cleanliness and ease of removal. The self-service beverage dispenser can be obtained in a choice of either three or five shelves. Employees can go to the machine, receive all the ingredients for coffee, prepare it with piping hot water and be back to their desks in fast time. There's no waiting, no time away from the work area. A complete selection of almost every type of



instant beverage may be ordered directly from Ebco, including instant coffee (with Pream and sugar in separate containers) instant coffee with powdered cream and sugar added, hot chocolate, beef broth chicken broth. To see how little the coffee-break can cost, **Circle No. 323.**

SLAVE TYPEWRITER

Underwood Corp., 1 Park Ave., New York 16, N. Y., makes an automatically controlled Underwood slave typewriter to provide typewritten records at the rate

NEW BDC SPIRIT DUPLICATOR

$134.50 + FET

COUNTER $10.00 EXTRA

AUTOMATIC FEED

GRAVITY FLUID SYSTEM

ROLLER MOISTENING

PERFECT REGISTRATION

AUTOMATIC MASTER CLAMP

PRESSURE CONTROL

BALL BEARINGS THROUGHOUT

GUARANTEED 1 YEAR

Look at today's best buy in spirit duplicators! The new BDC brings you every important feature – including an automatic feed – for less than you would expect to pay for hand fed equipment.

Cam operated, the new BDC Spirit Duplicator will give years of service-free performance. Compare the superb design by Burton Tysinger, check the outstanding technical features, and write for complete information today. Bohn Duplicator Corp., 444 4th Avenue, New York 16, New York.

For More Information Circle No. 154

Let's Talk

Common Language Machines now enable the business office to carry out a complete clerical process through a series of automatic machine operations. A peep at what the future holds for office routines is given in Moore's attractively printed brochure No. X. It describes an integrated Order-Billing-Shipping system which was designed by a large paper products manufacturer . . . and uses Moore business forms. It is one of the most efficient systems in operation, and is quietly making history with improved results and lowered costs.

The System

The system is one of receiving orders at a central control at the home office and assigning them to the various mills for processing . . . with the prime objective being *speed* and *accuracy*. The original order is prepared manually by the salesman on a Moore 4-part Speediset Sales Order.

Preparing the Shipping Order: When the order is accepted, a master tape containing fixed customer information is removed from a file (or prepared, if the customer is a new one)

and fed into a Flexowriter. The typist manually types item specifications on the Shipping Order, and the Flexowriter automatically types the fixed information, while simultaneously preparing a punched tape containing all order information. The master tape of fixed customer information is returned to the file for use in preparing future orders.

Assigning the orders to the mills: Part 2 of the typed Shipping Order and the new punched tape are sent to a teletype operator who uses the tape to transmit the order to the proper mill.

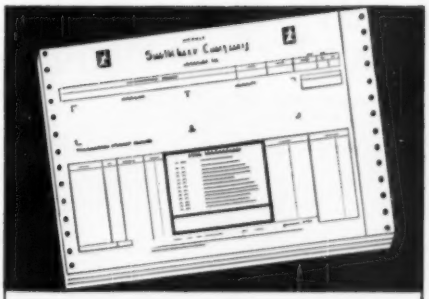
The mill gets the order: Orders come over the teletype network, automatically printing on a Moore 4-part Shipping Form (Warehouse Release and 3 Bills of Lading). This gives the mill complete shipping instructions and a record control with no extra writing operations.

Preparing cards for inventory control: Back at the home office, the punched tape which had transmitted the mill order via teletype is used for a tape-to-card IBM punching operation and then discarded. Each daily batch of tabulating cards resulting from this tape-to-card punch operation is tabulated to obtain a summary of

Forms

shipments released the day before. This summary is used for important internal controls.

Reporting and posting: The invoice cards and/or summary cards then serve various uses: (1) Tabulate a summary freight run; (2) Tabulate daily-weekly-monthly shipment and sales reports by mill, product, etc.; (3) Tabulate inventories monthly; (4) Prepare a Transfer posting master for Accounts Receivable.



INVOICING THE CUSTOMER

An 8-part Moore Fanfold interleaved form is stub-pasted for easy carbon extraction. Parts 1 to 4 go to customer; 5 Auditing; 6 Division manager; 7 District manager; 8 Freight control.

Savings and Gains

In SPEED . . . shipping orders and bills of lading are on any mill's shipping platform within 3 hours after receipt of the salesman's order. Punched tape has eliminated delays and the need for transcribing. In ACCURACY . . . human error has been practically eliminated. In AUTOMATION . . . a wide variety of operations are *all* integrated and automatized from the first typing (itself two-thirds automatic from master tapes)—sales orders, shipping orders, wire transmission, tabulating cards, invoicing, accounts receivable, inventory, sales reports. In ECONOMY . . . needless steps have been eliminated from operations, with savings in clerical expense.

If you would like a fuller picture of this example of Integrated Data Processing, with the forms illustrated, send the coupon below to the Moore office nearest you. It will bring a copy of the System Survey.

Moore Business Forms, Inc., Dept. O-4
Niagara Falls, N.Y.
Denton, Tex.
Emeryville, Calif.

Please send a copy of System Survey No. X.

Name _____

Title _____

Company _____

Street _____

City _____ *Zone* ____ *State* _____

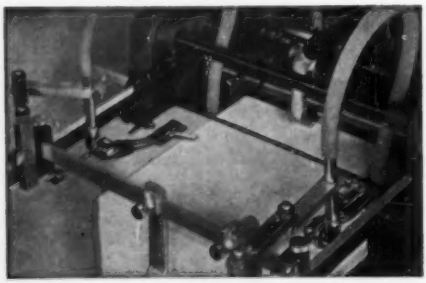
For More Information Circle No. 130

Multilith, Davidson and Webendorfer operators!

STOP Mis-feeds

with Wale FLOATING NOZZLES!

Having feeding trouble with your OFFSET duplicator?
Cut waste and operating costs — feed tissue, card, book paper without mis-feeds!



Shown installed on Davidson Duplicator

WRITE for complete information and "Pressman's Paper Feeding Guide" packed full of tips on paper feeding.

Wale Floating Nozzles*
300 Broadway, San Francisco 11, California

Please send information on Wale Floating Nozzles for ..... offset duplicator and FREE COPY of "Pressman's Paper Feeding Guide".

Name .....

Company .....

Address .....

City and State .....

*Manufactured by Roller Press, San Francisco

For More Information Circle No. 204

of 11 characters per second. The slave machine is equipped with electro-magnetic solenoids that instantaneously respond to external signals. Solenoids—one for each keylever—are located in a compact control unit beneath the keyboard. As an impulse energizes a given solenoid, it depresses the appropriate key. Wire from the solenoids are connected to two standard miniature Cannon connector plugs. When an electrical instrument, such as a pressure gauge, is attached to the connector, pressure readings are recorded from electric impulses fed into the solenoids. A feedback switch acts as an automatic governor assuring proper coordination of the input instrument and the slave typewriter. The feedback supplies the proper governing pulse on character typing, spacing, back spacing, carriage return and tabulating. Available in carriage widths which provide writing lines up to 25", the machine can be used manually as a regular electric typewriter. Offered in 10-pitch Pica or 12-pitch Elite type, the Underwood Solenoid Typewriter has 43 typebars with 86 characters. All character keys, plus space bar, shift key, backspace, carriage return and tabulator are solenoid actuated. Machine costs $595. **For More Information Circle No. 345.**

CHAIRS

Emeco Corp., Hanover, Pa., makes five lightweight aluminum office chairs which combine distinctive styling with low

price. These include an arm chair, side chair, swivel arm chair, swivel steno

Season's Greetings

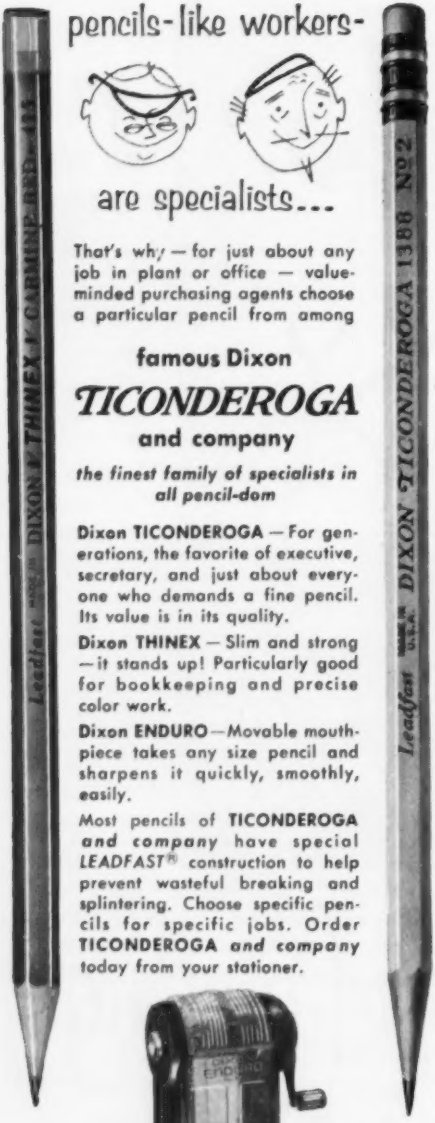
Atlantic Papers

EASTERN
Atlantic Manifest

EXCELLENCE IN FINE PAPERS

Eastern Corporation, Bangor, Maine

For More Information Circle No. 147



Pencil Sales Division 228-J-12
THE JOSEPH DIXON CRUCIBLE COMPANY
Jersey City 3, N. J.
For More Information Circle No. 199

chair and executive swivel arm chair. Speedtrol height adjustment and Speedroll swivel eliminate the need for unsightly chair controls and for tools to adjust chair heights. All five models have a saddle seat and the back is pivoted, even on the side chairs. Chairs are available in supported plastic fabrics of any color or various color combinations can be used on the seat, back and arms. Chair bases will be painted to harmonize with the fabric colors. **For More Information Circle No. 322.**

CARTON IMPRINTER

Pitney-Bowes, Inc., Stamford, Conn., makes the Model 4800 Pitney-Bowes Imprinter which can print anything from small envelopes to large cartons at a rated speed of 10,000 pieces an hour. It feeds automatically to a printing drum

which applies fast-drying ink. In the same operation, a large-capacity stacker automatically handles the output for easy, efficient unloading. Machine can be set up quickly for changes in imprint and piece sizes without the use of tools. Other features include a liquid inker that can be filled without stopping the machine; outside controls on one handy panel; "lifetime" ball bearings, and

The right answer at the right moment

with world's smallest 100 % automatic calculator

Long distance on the wire — Paris ... London ... New York ... Unprepared, you must make an intricate calculation in a matter of seconds. But the telephonesize Facit ESA-O is alongside to make sure you're not caught napping.

Anyone — even your office-boy — can master the Facit ESA-O after 15 minutes' practice. The smallest fully automatic calculator in existence, it has an "adultsize" keyboard — but with only 10 keys! Convenient five-finger span enables you to do calculations with one hand while making notations with the other.

Precision-made parts of fine Swedish steel are your guarantee of durable performance — thousands of Facit calculators produced 20 years ago are still in daily use. Ask for our illustrated brochure FB 24 to find out about Facit's special refinements.

FACIT

CALCULATOR

WORLD'S MOST EXPORTED CALCULATOR

FACIT INC.

404 Fourth Ave., New York 16, N. Y. • 114 Sansome St., San Francisco 4, Calif.

For More Information Circle No. 139

...IT MAKES YOU BOTH LOOK GOOD!

You look good because every letter your secretary types is crisp, clear and distinctive—it says nice things about you and your company.

Your secretary looks good because the new Underwood 150 is designed for extreme ease of operation . . . and to keep her hands attractive. Underwood's exclusive halfmoon keys end the annoyance of broken fingernails and chipped nail polish.

You both look good because the new Underwood 150's rugged durability means extra years of trouble-free service and satisfaction.

May we give you a demonstration of the new Underwood 150? Call your local Underwood Office, or write us a note direct. With your permission, we'll send along a gift for your secretary, a bottle of Underwood's Red Nail Polish. Call or write today!

UNDERWOOD UNDERWOOD CORPORATION

One Park Avenue, New York 16, N. Y.

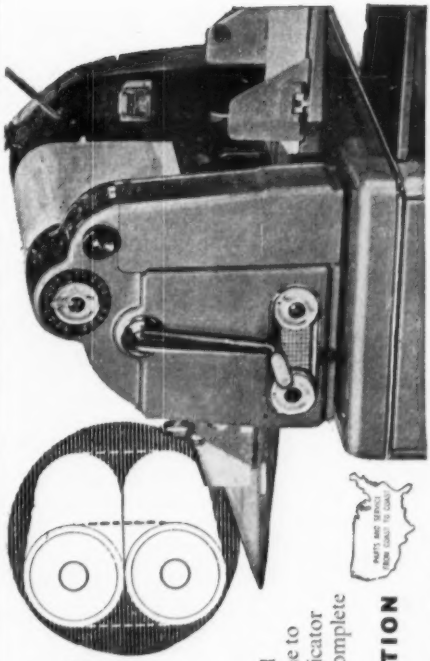
For More Information Circle No. 151

an easy-to-clean smooth finish. The imprinter can accommodate material sizes from 2½″ x 2¼″ up to 18″ x 18″, and thicknesses from .010″ to 3/16″. It will imprint an area up to 4″ x 18″ in any direction, using either rubber plates or metal type, and can handle uncoated, varnished or paraffin surfaces. Mounted on heavy duty casters, the machine covers a floor area of 76″ x 64″ including stacker. **For More Information Circle No. 324.**

PENCIL SHARPENER

Apsco Products, Inc., 9855 W. Pico Blvd., Los Angeles, Calif., makes the Apsco Tri-Pointer for users of mechanical clutch-type pencils. By simply slipping the pencil into one of three coded nozzles, and rotating, the user achieves one of the three desired points; needle (4°), medium (7°) or blunt (10°). A simple dip into the centered lead-cleaning

pot, filled with metallic hay, removes all loose graphite, preventing smudging of hands, work, or drawing board. The unit eliminates any need for a wipe-rag or sandpapered point shaper. The development of the Tri-Pointer enables Apsco to offer a complete line of pencil sharpeners for drafting room installation. The Dexter Super-10 and Dexter Super-10 Draftsman for woodcased pencils; and the Tri-Pointer for mechanical clutch-type pencils. **For More Information Circle No. 341.**



For STENCIL duplicating with a PRINTED look

Gestetner puts stencil duplicating in the *printing class . . .!* It was designed for exactly that purpose. The principles of the modern printing press with its dual cylinders, paste ink and oscillating rollers, plus other professional press features, combine to make *Gestetner* duplicating unmatched by any other stencil duplicator in the world. Yet a *Gestetner* costs no more . . .! Write for complete details and actual specimens.

GESTETNER DUPLICATOR CORPORATION
50 McLean Avenue, Yonkers 5, N. Y.

For More Information Circle No. 244

Multilith and Davidson Users!

MAKE PLATES FASTER.. GET LONGER QUALITY RUNS

Make your own plates quickly and economically! Completely enclosed lamp and printer combination produces presensitized plates in 1/3 the usual time. Ideal for firms with their own Multilith, Davidson or various other reproduction equipment.

Two new Rapid Printer models come with Automatic Arc Control which assures uniform light intensity and color temperature. You get sharp line definition and perfect halftone dot structure.

The Rapid Printer is low in original cost, low in maintenance cost and requires no special installation. Write today for Bulletin No. 230A-O.

nuArc Company, Inc.
824 S. Western Ave., Chicago 12, Ill.
Eastern Sales and Service:
215 Fourth Ave., New York 3, New York
For More Information Circle No. 198

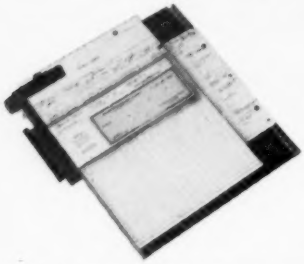
DESK

Browne-Morse Co., Muskegon, Mich., makes the Plastite Top square-edge steel desk. Its top won't burn, mar or discolor. It provides more uniformity, more desk space and modern design all in one

unit. Other features include an interchangeable Plastite Top, new decorator colors, easy-to-clean Glider suspension drawers, welded Uni-piece steel frame, one piece pedestal and sound insulation. **For Mor Information Circle No. 302.**

ACCOUNTING BOARD

Business Systems, Inc., 2619 Santa Fe Ave., Los Angeles 58, Calif., makes the Model 12 Rapid Riter board for simultoneously writing related records. The Rapid Riter promotes economy both in



clerical operations and in forms construction. There is no shingling of forms, no individual alignment of forms, no carbon spots on back of forms, no loose sheets of carbon to put in place and no multiple-hole punching. Elimination of carbonizing, pre-shingling and multiple punching saves a substantial part of forms cost. In addition to standard forms of conven-

"*National* Accounting Machines save us $75,000 a year ...return 100% of investment annually."

—SUN OIL COMPANY, "Pioneering in petroleum progress for 70 years"

"National Accounting Machines save us $75,000 a year. Considering our total investment of $75,050, we enjoy an annual return in savings of 100%.

"Our National System is particularly well suited to our highly centralized accounting—located in Philadelphia and controlling payroll operations throughout the U.S. and Canada. The original-print earnings record provides analyzed detail for each of our 17,000 employees, and requires no 'middle-man' accounting for various deductions, statements for tax reports, savings bond detail and control, stock purchase records and insurance controls."

Donald P. Jones
Comptroller

In your business, too, National machines will pay for themselves with the money they save, then continue savings as annual profit. Your nearby National man will gladly show you how. Or write to us at Dayton 9, Ohio.

*TRADE MARK REG. U. S. PAT. OFF.

National

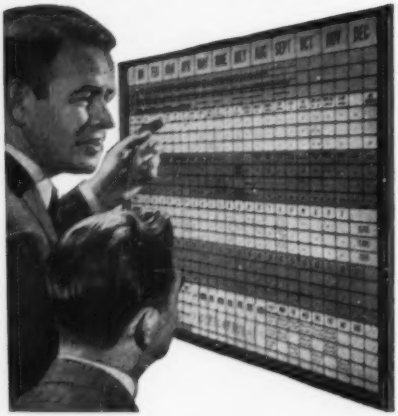
ACCOUNTING MACHINES
ADDING MACHINES • CASH REGISTERS

THE NATIONAL CASH REGISTER COMPANY, DAYTON 9, OHIO

977 OFFICES IN 94 COUNTRIES

For More Information Circle No. 156

You See What's Happening



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Graphic Picture of your operations—spotlighted in color. You see what is happening. Saves you time, prevents errors. Simple and Flexible. Easy to operate. Write on cards and snap in grooves. Ideal for Production, Sales, Scheduling, Etc. Made of metal.

Full Price **$49.50** with cards

FREE 24-Page BOOKLET NO. F-200 Without Obligation

Write for Your Copy Today

GRAPHIC SYSTEMS

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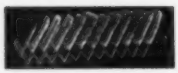
For More Information Circle No. 226

TRY THIS EVANS GATHERING RACK 30 DAYS AT OUR EXPENSE

Evans Specialty Co., Inc.
3044 Evans Building
1800 E. Grace St.
Richmond 23, Va.



Let me see for myself how one person can collate 3,500 pages per hour on a rack costing from $10 to $25 retail. No obligation.

Name _____

Address _____

For More Information Circle No. 231

tional character, there are standard paychecks, earnings records and journals printed on the NCR (No Carbon Required) paper. **For More Information Circle No. 316.**

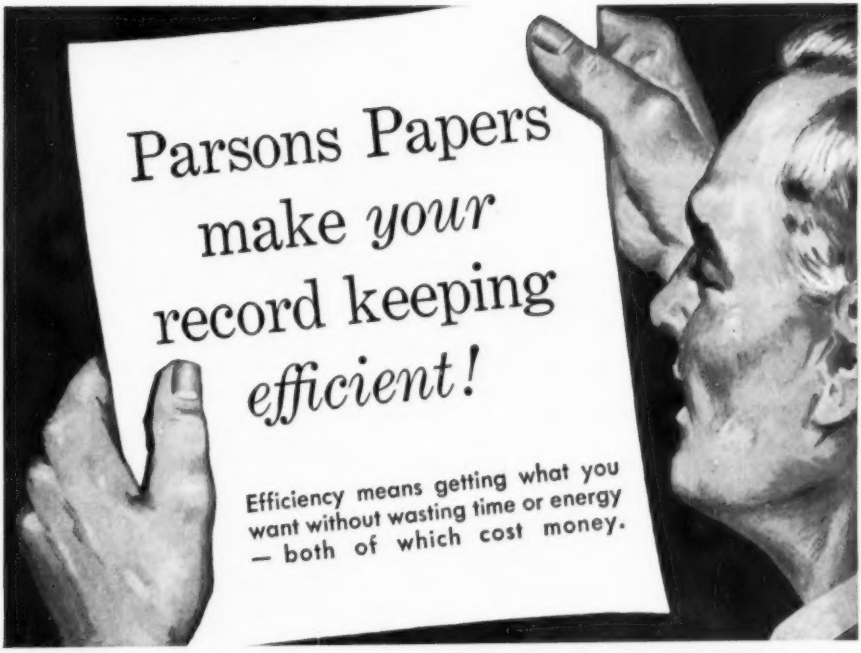
MOISTENERS

E. W. Pike & Co., 496 North Ave., Elizabeth, N. J., makes Pike Better Moisteners in attractive colors with chrome covers. They are self-cleaning and last for years. Bases are weighted to prevent slipping. Concealed feet are

rubber padded. Model 3A has porcelain base in black, gray or brown, lists at $5.95. Model 3C has cast iron base in black or gray wrinkle finish, lists at $6.35. Both have 3″ adjustable brushes. Extra brushes are $1.50. Literature available. **For More Information Circle No. 335.**

CARBON, RIBBON MANUFACTURE

Buckeye Ribbon & Carbon Co., 7209 St. Clair Ave., Cleveland 3, Ohio, offers a free 16-page booklet which graphically illustrates how fine carbon paper, business



ONCE you make a record on Parsons Paper, you'll never have to copy it because of worn paper. Parsons Papers *last;* these papers pay for themselves over and over again. The cost of copying a set of records may be ten times the cost of standardizing on Parsons for all your records.

Parsons Papers stand up under erasure by rubber, scratcher or chemicals. They won't split or dog-ear and entries won't smudge or spread along the fibers. They're made of strong cotton fibers, which means you can use lighter weights and won't have to waste the costly space that bulky papers use. Paper like this means efficiency and low clerical costs. Parsons makes no other kind. For example:

PARSONS MECHANO FORM

Made with *new* cotton fibers, which is the key to quality in paper, Mechano Form ledger and index-bristol lead in sales because they're economical and efficient. They're available in many sizes and weights so there'll be no waste. They're made in a variety of *matching* colors because clerical speed and accuracy in selection are improved by color-keyed forms and sheets.

"HOW TO GET WHAT YOU NEED IN RECORD-KEEPING PAPERS AND INDEX CARDS"

This is the title of a valuable *free* booklet that will help you materially in setting up, changing or maintaining an efficient record-keeping system. It answers dozens of questions and will make it possible for you to cut down the time and energy used in keeping your records. Write Dept. 46.

PARSONS PAPER

COMPANY

More than 100 Years at Holyoke, Massachusetts

© PPC 1955

For More Information Circle No. 170

machine rolls, and typewriter ribbon are produced. It is divided into two sections, the first covering carbon paper processes. Fabrics, ink formulas, and processing operations for typewriter ribbon are treated in the second section. Supplementing the many photos, a two-page illustrated flow chart traces the operations in both carbon paper and ribbon manufacture. The informative bulletin explains how Buckeye successfully produces ribbon and carbons of many weights and finishes for all kinds of machines and typing needs. A copy of "Secrets of Superiority" may be obtained from above address or **Circle No. 332.**

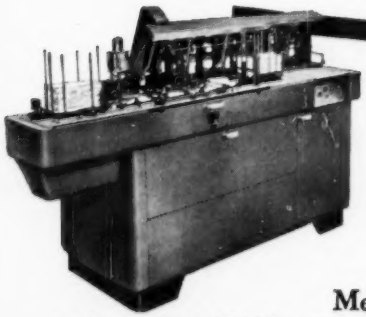
DICTATING MACHINE

Business Equipment Div., DeJur-Amsco Corp., Dept. O-1, 45-01 Northern Blvd., Long Island City 1, N. Y., makes the portable Stenorette dictating-transcribing machine which uses high fidelity magnetic tape. Its palm-size microphone-speaker has a special switch for complete control of the machine without touching

the unit. This allows the dictator to play back his last sentence or phrase and permits corrections by dictating over the incorrect matter. The same microphone can be adapted to record conference conversations. Machine is controlled by a 5-key keyboard. A reel of tape holds 30 minutes of recording and is reuseable indefinitely. The Stenorette measures 11½" x 9½" x 4½", weighs 11 lbs., 10ozs., costs $169.50 complete. **For More Information Circle No. 315.**

For More Information Circle No. 227

how to turn 80% OF YOUR MAILING COSTS INTO PROFITS



INSERTING & MAILING MACHINE

Mechanized mailing adds to profits by saving at least 80% for every user, *without exception.* This machine gathers up to 8 enclosures, stuffs, seals, meters postage or prints indicia, counts and stacks up to 4,500 pieces per hour with only one operator. One small mailer, operating only 5½ hours a month, cut costs 86%. A big mailer slashed his 92%. See for yourself; get the facts. Use coupon below.

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INSERTING AND MAILING MACHINE CO.
Phillipsburg, New Jersey O-12

☐ Send me case history, *How Small Can a Mailer Be?*

☐ Please arrange a demonstration for me.

Name .....

Firm .....

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City ..... Zone ..... State .....

For More Information Circle No. 181

LET'S TALK ABOUT MAXIMUM SAVINGS AND THE NEW REMINGTON RAND **ROTO-KARD**

When you talk about *maximum* motion-economy in rotary-drum filing operations... about *maximum* savings in space, time, money and labor, you'll be talking about the new, Remington Rand ROTO-KARD!

You'll be talking about the most compact and most efficient electrically or manually operated rotary drum file available: up to 6,000 records in only 3.6 square feet of space... mechanized operation for quicker reference and more rapid posting ... removable tray segments for simplified desk use ... and *more*... much, much *more!*

Get complete information about ROTO-KARD, the new unit that's ideal for maintaining Cost, Credit, Inventory, Ledger, Maintenance, Personnel, Pricing, Production, or Purchase record systems. Write today for FREE booklet KD770 to Room 2220, 315 Fourth Avenue, New York 10, New York.

For More Information Circle No. 160

For More Information Circle No. 160

ANTI-SKINNING AGENT

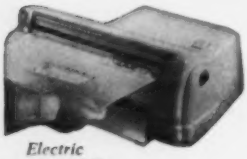
Ames Laboratories, Inc., 132 Water St., South Norwalk, Conn., makes Ink-Sav which prevents skin formation and hardening of offset and other printing inks. Its use prevents skin formation in partly filled cans left for storage and ink in the press fountain. Ink-Sav is a true anti-skinning agent which is colorless, volatile and evaporates when the ink is transferred to paper, leaving no residue. It chemically combines with driers and prevents them from attacking the ink during storage. Contains no wax, and will not clog type or fill offset plates. It will not interfere with the color or drying rate of any ink, nor harm rubber, plastic or composition rollers. It minimizes preparation and clean-up time, permits ink to be kept skin-free and lump-free in partly filled cans indefinitely or in the press fountain for 1-3 days without skinning. This eliminates daytime wash-ups due to delays. Work always

On company time

Joe's the boy with the thick beard and tender skin . . . gets a barber shave every morning in the idle interval while everybody else in the office sits around waiting for the morning mail to be opened! . . . It would be a good break for the firm, though a bad one for Joe, if the office had a MailOpener . . . Because everybody could start working on *time* instead of waiting for the mail! And no office martyr would have to come in early to open it!

There are hand and electric models for every office, large or small. The models, shown below, safely, easily trim a hairline edge off any kind or size or thickness of envelope . . . open a whole morning's mail in a jiffy. Ask any PB office for a demonstration . . . or write for free illustrated booklet.

FREE: *Handy desk or wall chart of postal rates with parcel post map and zone finder.*



Electric Model LE

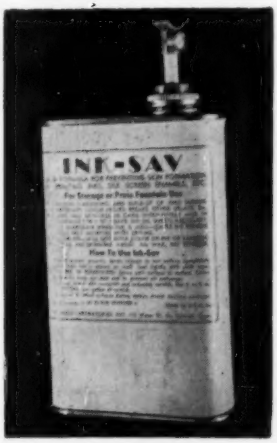
PITNEY-BOWES MAILOPENER

PITNEY-BOWES, INC.,
3455 Walnut St., Stamford, Conn.
. . . originators of the postage meter
. . . offices in 94 cities in U. S. and Canada

Hand Model LH

For More Information Circle No. 189

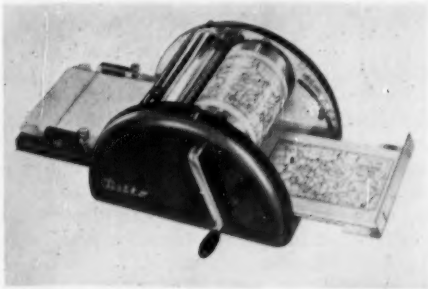
can be resumed without wash-up, reinking or color matching. Applied by spraying on ink surface or by mixing with remaining ink. Also can be used with all types of printing and overprint varnishes. Even excessive amounts of



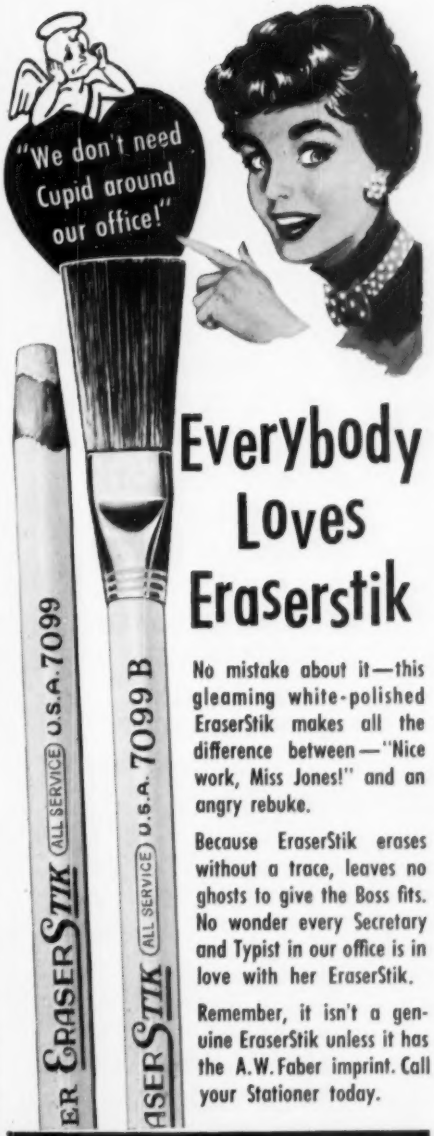
Ink-Sav will not retard drying time because it evaporates when the ink is applied. Available in 8-oz. can with spray device at $2 postpaid; 16-oz. can with sprayer at $3, f.o.b. above and in 1-gal. and 5-gal. units with empty pint sprayer cans. **For More Information Circle No. 327.**

SPIRIT DUPLICATOR

Ditto, Inc., 686 S. Oakley Blvd., Chicago 12, Ill., announces new features for



its D-10 Direct Process Duplicator. It now has a three-digit reset counter, positive margin adjustment, nickel-plated



Everybody Loves Eraserstik

No mistake about it—this gleaming white-polished EraserStik makes all the difference between—"Nice work, Miss Jones!" and an angry rebuke.

Because EraserStik erases without a trace, leaves no ghosts to give the Boss fits. No wonder every Secretary and Typist in our office is in love with her EraserStik.

Remember, it isn't a genuine EraserStik unless it has the A.W. Faber imprint. Call your Stationer today.

A.W. FABER-CASTELL
PENCIL CO., INC. NEWARK 3, N. J.

For More Information Circle No. 194

How Do YOU Keep Inactive Records ?

DOLIN

THE NAME ON MILLIONS OF STEEL TRANSFER FILES, IS YOUR ASSURANCE OF STURDY, SMOOTH OPERATING FILES THAT INTERLOCK SAFELY AND EASILY. HANDSOME BAKED ENAMEL FINISH. — AND REALLY ECONOMICAL, TOO!

AND NOW, WITH DOLIN Mobile storage

PROTECTED UNDER FOULKES PATENTS

MORE ACTUAL RECORDS IN LESS SPACE THAN EVER BEFORE

COMPLETE DETAILS AVAILABLE

DOLIN METAL PRODUCTS INC.

310-15 LEXINGTON AVE., B'KLYN 16, N. Y.

For More Information Circle No. 229

fluid tank and a slotted drum for magnetic blockout work. Price of the improved D-10 remains at $195, less stand. With the new margin adjustment, master may be moved ½" up or down from its original position by turning a knurled wheel within the drum. This is important for systems duplicating, where the master must register exactly with preprinted forms. Up to 999 copies are automatically counted by the counter when duplicator is in operation. Slotted drum accommodates magnets for blockout work in several types of business systems. The Ditto D-10 is hand-operated and has automatic paper feed. It produces up to 120 copies a minute in as many as five colors at one time. **For More Information Circle No. 308.**

CARBON MANIFOLD SETS

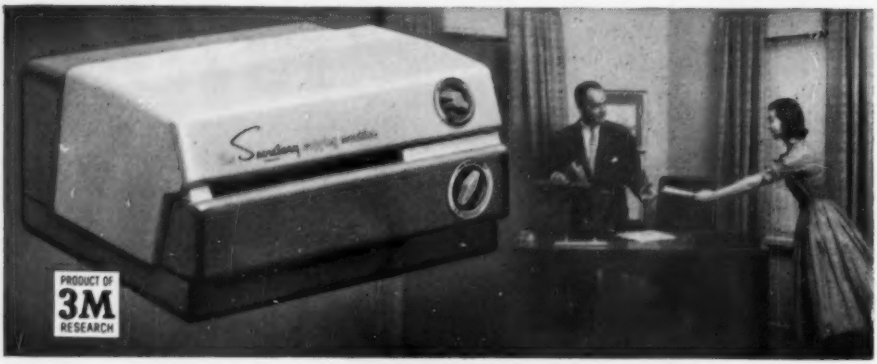
Newport News Forms Co., Box 976, Newport News, Va., makes Prefixt second-sheet sets with interleaved carbon in three styles. Prefixt No. 1 is for regular letter writing and a set contains five second sheets with one sheet of carbon.

Each of the perforated second sheets is snapped out after typing and one set is good for five letters. Prefixt No. 2 is for use when two copies are required of each writing and each copy can be on a different color paper (usually pink and canary). Prefixt No. 3 is for making three, four or more copies at a time: two sets will give six copies; three sets, nine copies. This system saves the time spent handling and jogging carbons and

The Olivetti Automatic Carriage Printing Calculator calculates, prints desired figures on business-forms, moves to the proper columns—all automatically. Performs a series of selected operations; the series can be quickly changed; each individual operation can be varied in 173 ways. With platen split, it also prints on tape. Write Dept. FT, Olivetti Corporation of America, 580 Fifth Avenue, New York 36, New York.

For More Information Circle No. 107

Offices from coast to coast choose
The *New* Idea in Copying!



All-Electric unit makes 4 second copies!

Here's the *new* idea in copying machines that obsoletes all others! The THERMO-FAX Copying Machine, by an exclusive *all-electric* process, makes perfect copies in just 4 seconds . . . *without* messy chemicals, masters or special translucencies. You get crisp, dry copies from your originals in ordinary office light . . . and you get them for as little as 4¢ per copy!

Get the facts on this fast, revolutionary way to speed up your office copying and communications now. Write today to: 3M Company, Dept. ES-125, St. Paul 6, Minn.

REG. U. S. PAT. OFF.
Thermo-Fax
BRAND
Duplicating Products

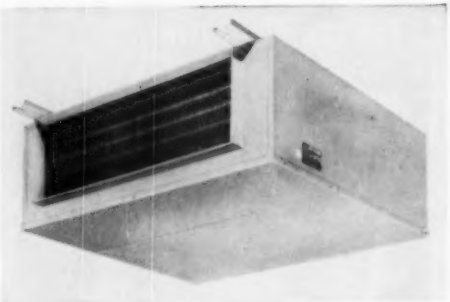
The term THERMO-FAX is a registered trademark of Minnesota Mining & Mfg. Co., St. Paul 6, Minn. General Export: 99 Park Avenue, New York 16, N. Y. In Canada: P. O. Box 757, London, Ontario.

For More Information Circle No. 137

second sheets, keeps copies and original clean because typist doesn't touch carbons. One motion separates original and second sheets while carbons remain in set for reuse. Second sheets can be in various colors and grades of paper. For free samples, **Circle No. 309.**

AIR CONDITIONERS

Drayer-Hanson, Inc., 3301 Medford St., Los Angeles 63, Calif., makes Spotaire LRC room air conditioners for multi-room structures. Unlimited architectural design freedom is possible with these models. Both basic unit and concealed cabinet types require less than 11½" headroom to install. Basic unit is designed for new construction; concealed cabinet for remodeling jobs. Both operate with a minimum of sound, without sacrifice of performance. Small piping connects each individual LRC unit to remotely located central water chiller and heating units for year round use. Individual room control via wall-mounted



three-speed switch, and no maintenance aside from normal filter care are other features. For a quick selection chart, covering all models, **Circle No. 299.**

COLLATORS

Thomas Collators, Inc., Dept. B, 50 Church St., New York 7, N. Y., announces that an automatic load control is now incorporated into all their floor model collators. This Speed-Master Load Control offers a positive locking mechanism that

Modern Business demands

THIN PAPERS

to reduce typing, mailing and filing expenses.

we suggest

ESLEECK

Fidelity Onion Skin

Clearcopy Onion Skin

Superior Manifold

for Thin Letterheads - Copies - Records

ESLEECK MANUFACTURING COMPANY

TURNERS FALLS, MASSACHUSETTS

For More Information Circle No. 228

NOW . . . offered to *you* for the first time!

"MANUAL OF MODERN PLASTIC AND LOOSE LEAF BINDING."

This handsome, elaborate Manual—colorfully GBC plastic bound—has been months in preparation and is one of the most expensive and idea stimulating books ever offered for selected distribution. Illustrates the many advantages of the modern GBC Binding System . . . increased efficiencies . . . savings in time and money . . . greater prestige, readership, and life for catalogs, reports and presentations. Pages lie flat—turn easily. You and your staff will want to examine this informative manual.

Send for your FREE copy today. Supply is limited.

General Binding Corporation
812 W. Belmont Ave., Dept. O-12, Chicago 14, Ill.

For More Information Circle No. 200

Letterheads Impress Do yours? Modern, well-styled, engraved letterheads impress customers, tell them your company is alert.

Letterhead Logic, brochure prepared by experts, tells you what is a good letterhead, how to rate yours. Free to users of 5,000 letterheads or more a year. Write now—on your letterhead. Tell us your annual usage.

If it's worth seeing, put in on a Hill

R.O.H. **HILL,** INC.

Fine Business Cards and Letterheads

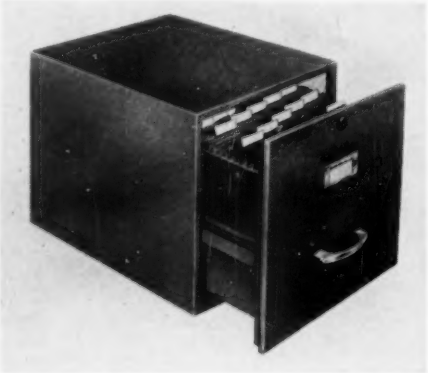
270 L4 Lafayette St., N. Y. 12, N. Y.

For More Information Circle No. 201

keeps feed-fingers out of the way during loading. When the Speed-Master knob is pulled, all feed-fingers are raised in unison. This allows full use of both hands, an important factor when handling large, odd-sized paper. After the pages to be collated are loaded, the fingers are lowered by returning the knob to its initial position. A Stroke Stop Regulator on the left side of the front panel automatically adjusts all feed-fingers in one operation so that any size sheet up to 20″ x 17″ will be properly ejected. This too is standard equipment on all Thomas floor models. **For More Information Circle No. 343.**

INSULATED 1-DRAWER FILE

Dolin Metal Products, Inc., 310-15 Lexington Ave., Brooklyn 16, N. Y., makes a flame resistant Vault File which is claimed to incorporate all the features for adequate records protection: heavy steel walls, air chambers and Johns-Manville asbestos insulation at all outside



faces. Equipped with a strong, plated cylinder lock for additional security in home or office. All drawers are equipped with a compressor follower block and guide supports for hanging folders. In a handsome green leathertone finish, priced to retail at $23.95 for the letter size; $27.95 for the legal size. **For More Information Circle No. 297.**

SALES ANALYSIS SYSTEM

Samas Div., Underwood Corp., 1 Park Ave., New York 16, N. Y., announces a Salestag Converter system, which provides retailers with faster market information for quick merchandise turnover. Dennison and Kimball merchandise tags are swiftly converted into punched cards containing all the information needed to identify the merchandise, such as manufacturer, style, store, department, color, price and size. Information punched into the tags is automatically reproduced on Samas Punched Cards at the rate of over 7,500 tags per hour. The tag reading feature of the Samas Salestag Converter does not affect its other functions. It can be used as a standard punched card reproducer as well as for sales tag work. When tags have been converted into punched cards, cards are selected and arranged by a Samas Sorter, Tabulator and Summary Punch which automatically compute information and final reports for management. **For More Information Circle No. 313.**

WASSELL CORRES-FILE ORDER DESKS

give finger tip control of all records. Cards and correspondence or orders can be mixed. All records instantly available.

Free **DESCRIPTIVE CATALOG**

Effective Tools for Effective Management

WASSELL ORGANIZATION, INC. Westport, Conn.

For More Information Circle No. 209

Portable office paper shredding machine quickly, easily, and effectively destroys confidential papers and obsolete records in your own office. Quiet, compact. Safe and easy to operate! New low price!

FREE 10-DAY TRIAL.

Write for free illustrated descriptive folder with details of 10-day trial.

Ask for brochure #14

The SHREDMASTER Corp.
9 East 40th Street, New York 16, N. Y.
Manufacturers of the most complete line of Office and Industrial Shredding Machines!
A Division of Self Winding Clock Co., Inc.

For More Information Circle No. 193

ELECTRIC COLLATOR

Collamatic Corp., 102-12 State Highway 23, Wayne, N. J., makes the Spacesaver Model 800 Collator which combines all the features of the Model '800' Console with the advantages of compactness and versatility. It occupies an area approximately 22" by 19" and may be transported between offices or departments or placed aside when not in use. The Spacesaver Model 800 is for the office with a low volume collating requirement or extreme space limitation.

A base may be provided to convert the Spacesaver to a console model to provide the comfort of the console at a later date. The Model 800 Spacesaver provides effortless electric collating at speeds of approximately 800 sheets per hour, collating from two to eight printed sheets in each set. It is operated simply by light touch of the automatic starter. Equipped with Magicfeed rollers to assure smooth operation without misfeeds, and a stacking bin for speedy disposal of completed sets. Roller feed fingers may be disengaged for reloading or for collating fewer than eight sheets at one time. **For More Information Circle No. 330.**

Your Typist Can 'Compose' in True Print-Style Types!

For Forms, Charts, Literature, Reports, etc.

...for ANY method of Duplicating or Reproduction

- *Photo-Offset*
- *Litho-Plate*
- *Stencil*
- *Spirit*
- *Ozalid*
- *Blue Print*

Vari-Typer

Your office duplicator can provide you with a great deal more of your daily printing needs. All it requires is TYPE! Vari-Typer provides the type..abundantly..in various faces and sizes..in attractive print styles. The operation is simple. Your office typist can prepare all duplicating masters right at her desk.

RALPH C. COXHEAD CORPORATION
720 Frelinghuysen Ave., Newark 5, N.J.

Please send VARI-TYPER Book M-37

NAME.....

COMPANY.....

ADDRESS.....

CITY .....ZONE...STATE.....

For More Information Circle No. 175

$240 Kodak Verifax Copier saves $3,000 per year

3 copies in 1 minute for less than 4¢ each

This completely different copier lets Sligo, Inc., St. Louis, answer quotations without retyping.

Sligo simply fills in prices on the quotation form a prospect sends in. Then—in a minute—gets 3 Verifax copies for its general office file, sales department, and the salesman involved.

This eliminates hours of retyping and proofreading *every* day . . . saves more than the $240 cost of a Verifax Copier *every* month.

Learn why thousands of offices call a Verifax Copier indispensable . . . see all the ways you can save.

——MAIL COUPON TODAY——

Eastman Kodak Company
Business Photo Methods Div.
Rochester 4, N. Y.

Please send detailed facts on Verifax copying and names of near-by Verifax dealers.

213

Name_____

Company_____

Street_____

City_____ State_____

Price quoted is subject to change without notice.

Kodak

For More Information Circle No. 205

ROTARY FILE

Remington Rand Division, Room 2220, 315 Fourth Ave., New York 10, N. Y., makes the Roto-Kard file which is completely mobile for easy rolling to its point of use and has a capacity of 6,000 8" x 5" cards (9½ pt. stock) for a reference record or 4,500 cards for a posting record. Occupying a floor area of only

3.6 sq. ft., the unit has removable self-contained desk-tray segments for job distribution and peakload handling. A Slide-A-Deck permits the shifting of complete decks of cards between segments, without fear of misplacing or dropping. Built to standard desk height, Roto-Kard eliminates excessive operator exertion and fatigue. An easily removed linoleum covered posting shelf for front mounting on the unit permits postings with a minimum of wasted motion. Provision is made for quick inserting and easy removal of individual cards without card damage. Write for folder KD-770 or **Circle No. 337.**

CARBONIZED FORMS

Spot Carbon Products, 54 Lafayette St., New York 13, N. Y., offers a folder of samples of spot carbonized forms, in-

This is it—

makes folding a pleasure!

Get Pitney-Bowes' model FH office folding machine to fold your bulletins, form letters, monthly statements and other mail enclosures. Relieve the girls in your office of the tiresome job of hand folding. Get neater, more accurate folding at much less expense!

The FH *costs less than a typewriter*. Small, light, it can be carried about—used anywhere in the office. And it doesn't require skilled operators. Anyone can easily use it. Just move two knobs and it's set for the job.

Electrically driven, with semi-automatic feed, it can make two folds at once . . . can double fold 8½ by 11 sheets up to 5,000 per hour. Folds even faster with automatic feed (optional at small extra cost).

The FH can make eight different folds, handling sheets of most any weight or finish in sizes as small as 3 by 3 inches and up to 8½ by 14 inches. Even folds sheets stapled together.

Even in small offices, used only occasionally, the FH quickly pays its way. For a demonstration, call your nearest Pitney-Bowes office. Or, send the coupon below for a free, illustrated booklet.

PITNEY-BOWES

Folding Machines

Originators of the postage meter . . .
94 branch offices, with service in 272 cities in U.S. and Canada.

PITNEY-BOWES, INC.
3412 Walnut Street,
Stamford, Conn.

Send free booklet on Folding Machine to:

Name _____

Address _____

For More Information Circle No. 161

• MANUFACTURERS
• EXPORTERS

to Latin America

Don't overlook this Growing Market for Office Supply and Equipment Sales.

Money Talks! Look at these official statistics for **only one month's** exports. Then give serious thought to your own overseas trade. American manufacturers during last July (latest figures available) exported:

Circulation — 10,000

$130,513 of adding machines to Mexico
$20,284 of metal office equipment to Salvador
$10,612 of lighting fixtures to Guatemala
$13,043 of duplicating machines to Venezuela
$1,365 of office stapling machines to Peru
$40,896 of carbon paper and ribbons to Colombia

These figures are random samples for individual countries. Annually the entire Latin American continent will absorb a very impressive volume of your products. There are 19 countries in Latin America where all the office equipment and stationery importers, distributors, dealers and larger users receive La OFICINA. They keep it, refer to it as a guide and reference all year long.

The need for all office products in Latin America is increasing steadily as business and industry develop. Tell these prospects and customers about your products in the 1956 La OFICINA. Its advertising rates are low—its coverage is complete. Your advertising in La OFICINA is basic to establishing and building a profitable Latin American trade.

Send now for more detailed information on circulation, advertising rates and a copy of the last issue.

OFFICE PUBLICATIONS CO.

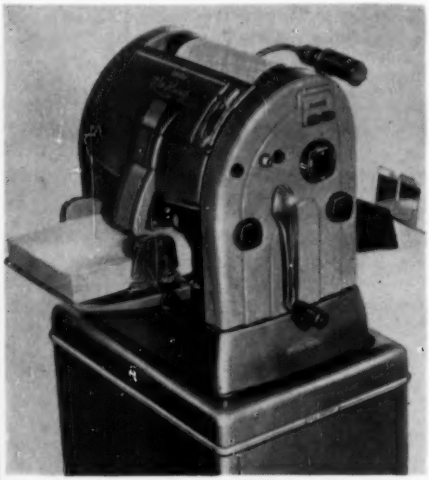
232 Madison Avenue, New York 16

For More Information Circle No. 191

cluding tax, invoice, financial and receipt forms. This firm has doubled its plant capacity and utilizes the most advanced electronic spot carbonizing techniques. Write above address for the free sample forms or **Circle No. 347.**

STENCIL DUPLICATOR

Rex-Rotary Distributing Corp., 19 West 31st St., New York 1, N. Y., announces the Model D-280 Rex-Rotary twin-cylinder duplicator. This improved model replaces Model D-270 which was introduced in 1951. The Model D-280 inking system allows quick color changes with great simplicity. Rubber ink distributing



rollers replace the previous cloth rollers and save up to 35% on ink consumption while delivering printed copies of higher quality. An ink distributing tube of a larger diameter enables the use of a quick-drying paste ink of heavier consistency, comparable to printer's ink. This ink provides more uniform distribution and requires a thinner ink deposit on the paper, which further reduces ink consumption. The new ink also may be used on certain qualities of coated stock. The D-280 is fully automatic and can be run without supervision. A sealed

finest wood office furniture by WORDEN of HOLLAND

260 OH Desk
66" x 42"

WRITE FOR CATALOG AND DETAILS

the WORDEN company
HOLLAND MICHIGAN
For More Information Circle No. 222

Trouble is finding a lost key isn't this simple. But when TelKee's on the job, all keys are on file, ready for instant duty . . . valuable time is saved, costly inconvenience avoided. Better write today for our FREE catalog No. O-26 for all the details.

TEL KEE

The **MOORE KEY CONTROL**® *Systems*
P. O. MOORE, INC. 300 FOURTH AVENUE, NEW YORK 10, N. Y.
For More Information Circle No. 223

Special Occasion is more than a good carbon . . . it is the result of an entirely new approach . . . outperforms and outwears ordinary carbons because of an exclusive Carter development, the "Weather Conditioned" formula.

Your own test will do more to show you why "Weather Conditioned" Special Occasion Carbon is the carbon for *your* office than anything we might say.

Make your own rigid test. Write us for samples, telling us whether your office has electric or regular typewriters, and how many copies your secretary usually makes. Then you'll know why "Weather Conditioned" Special Occasion is the most modern, yet the most economical carbon your office can use.

On Sale at Leading Stationers and Office Outfitters

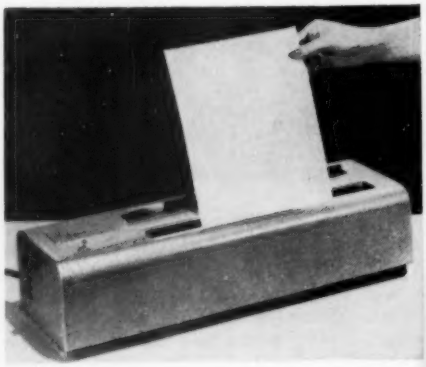
THE CARTER'S INK COMPANY
CAMBRIDGE 42, MASSACHUSETTS

For More Information Circle No. 206

ink cartridge is inserted in the machine, a dial set for exact ink density (light, medium or dark) and the center set for the required number of copies. The machine will then run, re-ink itself with the exact amount of ink needed for each copy, and stop when the correct number of copies have been printed. When the ink cartridge is empty, a bell rings and operator can exchange cartridges while machine is running. Prints to the edges of paper 8½" wide, and on index cards as small as 3" x 4" with accurate registration. Any paper stock from onionskin to cardboard may be used without adjusting machine. Self-elevating paper tray accommodates a ream of 20-lb. paper. No ink pads to be changed because of its long lasting silk screen. **For More Information Circle No. 307.**

TRANSFER PHOTOCOPIER

Peerless Photo Products, Inc., Shoreham, L. I., N. Y., has redesigned its Dri-Stat transfer process photocopy processor into a more compact, easier-to-service unit. The DP-IB processor now has a stainless steel cabinet hinged along the lower left-hand edge. The top can be



raised and left standing open for easy access to the entire interior. The processing solution tray, rollers which carry paper through the solution, and motor-drive mechanism are all conveniently reached for routine cleaning and maintenance. Relocation of internal elements

eliminated wasted space so the processor is easier to handle and requires less desk-space. Several inches shorter than the previous model, the DP-IB will still process copies up to 14" in width. A safety switch inside of the cabinet automatically breaks the electrical circuit whenever the cabinet is raised. This prevents any possible injury to the operator. The processor is used to develop and transfer photographic images made with a separate exposure unit or printer such as the Peerless Dri-Stat flat-bed printer. The negative sheet exposed with the original matter in the printer is passed through the processor along with a sheet of positive paper, and the image on the negative is developed and transferred to the positive sheet, giving an exact copy of the original in less than a minute at a cost of less than 10c per copy. Copy is air-dried in seconds, ready for distribution or mailing. **For More Information Circle No. 314.**

ADDING MACHINES

Clary Corp., Dept. C-115, San Gabriel, Calif., announces its first series of colored adding machines in both its 10-key and full keyboard models. The pastel hues are designed to coordinate the machines with contemporary office decor and

other equipment. Five colors are available: Clary blue, gray, green, beige and turquoise with contrasting center panel, keyboard and keys to establish a center of interest for the operator. Black and red numerals and symbols highlight the keyboards. The Clary logotype is bright

Carter's "Super Nylon", with the Silver Tip, gives typed letters that "steel engraved Executive Tone."

Carter's "Super Nylon" gives you more "mileage" per penny than ordinary ribbons.

Carter's "Super Nylon" comes in three inkings, and in special tough fabrics for hard-pounding electric typewriters . . .

These are just three good reasons why Carter's Super Nylon ribbons are actually less expensive than ordinary "economy brand" ribbons.

For real proof of Super Nylon superiority, buy a dozen from your local dealer. Give that trial dozen your own rigid test and *see* why Super Nylons are better.

On Sale at Leading Stationers and Office Outfitters

THE CARTER'S INK COMPANY
CAMBRIDGE 42, MASSACHUSETTS

For More Information Circle No. 208

Special Occasion is more than a good carbon . . . it is the result of an entirely new approach . . . outperforms and outwears ordinary carbons because of an exclusive Carter development, the "Weather Conditioned" formula.

Your own test will do more to show you why "Weather Conditioned" Special Occasion Carbon is the carbon for *your* office than anything we might say.

Make your own rigid test. Write us for samples, telling us whether your office has electric or regular typewriters, and how many copies your secretary usually makes. Then you'll know why "Weather Conditioned" Special Occasion is the most modern, yet the most economical carbon your office can use.

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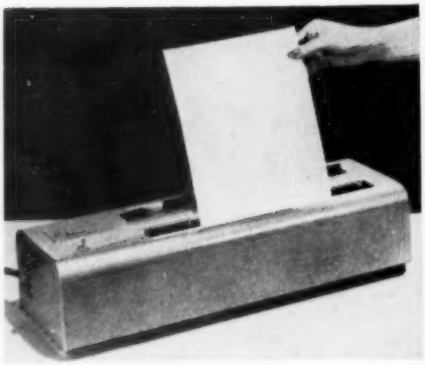

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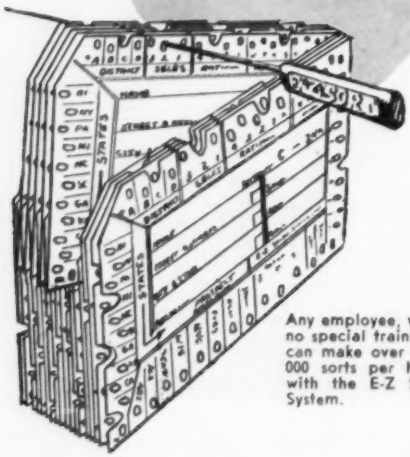
On Sale at Leading Stationers and Office Outfitters

THE CARTER'S INK COMPANY
CAMBRIDGE 42, MASSACHUSETTS

For More Information Circle No. 208

E-Z SORT has the ANSWER to your PROBLEM



Any employee, with no special training, can make over 60,000 sorts per hour with the E-Z Sort System.

CONTROLS . . . SIMPLIFIES . . . EXPEDITES

No matter what records you now keep, you will widen your controls, simplify your systems and expedite whatever work your records control—by switching to the E-Z Sort System.

Let us demonstrate the advantages you can gain with E-Z Sort records, tailor-made for any of your office or plant procedures. Write today for facts.

E-Z SORT SYSTEMS, LTD.
45 Second St., Dept. 3, San Francisco 5, Calif.

Sole MANUFACTURERS of E-Z SORT Systems.
Over 50 Offices to Serve You.
For More Information Circle No. 246

gold-plated chrome. Interchangeable covers offer the buyer and dealer a variety in color choice and an opportunity to change color combinations at a later date. Dealers can convert older models to colored covers at low cost. Industrial Design Consultant Newton S. Leichter worked with the manufacturer in developing the new colors. **For More Information Circle No. 301.**

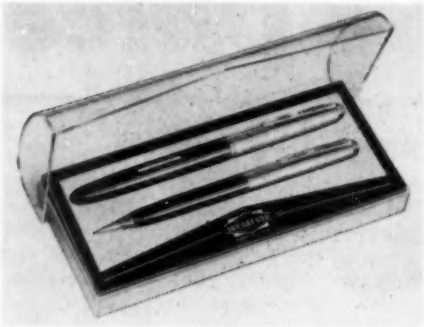
MACHINE PARTS & EQUIPMENT

J. A. Heinrich Dankers, Rodingsmarkt 19-20, Hamburg 11, Germany, have published a large, 50th anniversary catalog of machine replacement parts, rubber rollers and platens, tools and accessories. In addition to small parts and special tools for all machines, they list larger equipment such as lathes for rubber rollers, electric washing machines for cleaning machines and parts, compressors, and

grinding motors with grit suctions. The firm has a permanent staff of 100 in their pattern and die making, punching, turning, reaming, galvanizing, grinding, plating and testing departments. Special attention is given to typewriter and office machine platens and rollers and immediate delivery can be had on rolls of all diameters and lengths, for all machines, double-coated or acidproof, at competitive prices. They also can supply unusual, complicated and special parts. Write above address for the new catalog or **For More Information Circle No. 344.**

PEN-PENCIL SET

David Kahn, Inc., North Bergen, N. J., makes the No. 2850 Wearever Pacemaker fountain pen and matching pencil.

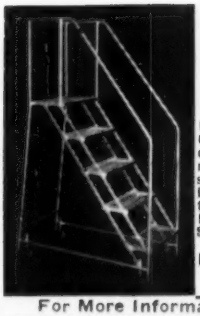


The Wearever Pacemaker pen offers a choice of six Hardaloy-tipped Replace-A-Points. Set is packaged in an attractive plastic-topped gift box, sells for $3.25 including point. **For More Information Circle No. 346.**

ADHESIVE LABEL HOLDERS

Office Products, Inc., 9920 Freeland Ave., Detroit 27, Mich., makes Perma-Stik vinylite plastic label holders which will not warp, curl or crack. These can be cut with scissors to any desired length and will adhere to any clean surface: metal, wood, cork, glass, plastic,

etc. The holder is open on three sides for inserting a label or card. Perma-Stik label holders are used on desk trays, drawers, shelves, bins, etc. A package contains ten 6" lengths and ten label cards in perforated strips for typing. Three heights are available: ½", ¾" and 1". Special sizes can be had. **For More Information Circle No. 338.**



COTTERMAN TUBULAR WELDED STEEL SAFETY LADDERS
For Filing Rooms, Stock Rooms, Vaults. Strong—Easy to Move, Easy to Climb.

Mounted on Swivel Brake Casters which allow the ladder to be rolled freely when no one is on it. When you step on the ladder the rubber cushioned legs rest on the floor and prevent rolling. Made in 7 heights—3 widths. Send for Circular 53-O and prices.

I. D. COTTERMAN, Mfr.
4535 N. Ravenswood Ave.
Chicago 40, Ill.

For More Information Circle No. 240

MAIL BAGS

SECURITY BRAND
Complete Line of
DELUXE ALL LEATHER
or CANVAS & LEATHER
Mail Bags For Your Select Clientele
WRITE FOR CIRCULAR
CAN-PRO Corp.
30 E. McWILLIAMS ST.
FOND DU LAC, WIS.

For More Information Circle No. 241

3 PHONE PROBLEMS SOLVED

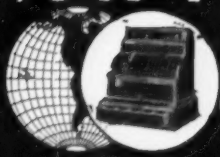
1. *Safeguarding privacy.*
2. *Quieting the office.*
3. *Better hearing—noisy places.*

HUSH-A-PHONE
Model for all types of phones and dictating machines.
Write for Literature
HUSH-A-PHONE
65 Madison Ave.
Room 710
New York 16

For More Information Circle No. 242

CASH REGISTER PARTS

WORLD WIDE SERVICE



HIGHEST QUALITY PRODUCTS

NEW ADDRESS:
International Cash Register & Parts Co.
207 E. EVERGREEN ST., MT. PROSPECT, ILL.

For More Information Circle No. 243

NEWS of the Office

CPAs Elect Officers

John H. Zebley Jr.

John H. Zebley Jr., a partner at Turner, Crook & Zebley, Philadelphia was elected president of American Institute of Accountants. He succeeds Maurice H. Stans, who was recently appointed Deputy Postmaster General. Elected vice presidents were Dixon Fagerberg Jr., Phoenix, Ariz.; John A. Lindquist, Cleveland; J. S. Seidman, New York; and Robert E. Witschey, Charleston, W. Va. William M. Black, New York, was relected treasurer.

National Records Association

Local records management associations in several cities are voting on the constitution and by-laws which will make them charter chapters of the National Records Management Assn. Chairman of the National Committee is Miss Lee Gilmour, 5829 N. Harlem Ave., Chicago 31, from whom full information may be had.

Milwaukee Electronics Seminar

The Milwaukee Chapter of Systems & Procedures Assn. of America has scheduled a seminar on "Electronics for Business" in conjunction with Marquette University, at the university in Milwaukee on Feb. 16. Further information from H. J. Ihlenfeld, Allis-Chalmers Mfg. Co., Box 512, Milwaukee 1.

RR Systems Meeting

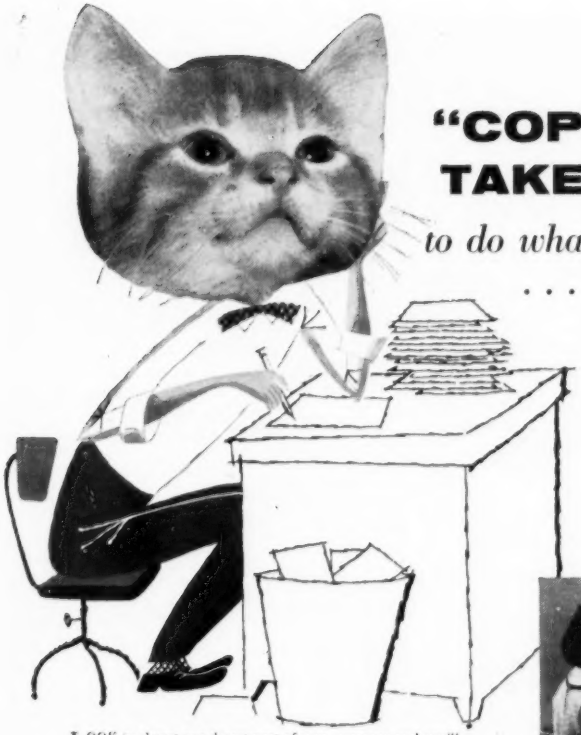
The Railway Systems & Procedures Assn. holds its annual meeting at the Morrison Hotel, Chicago, Dec. 6-8. Subjects on the program include yard performance measurement, freighthouse operation improvement, mechanical department cost control and work simplification, and car accounting with an IBM 650. Details from J. W. Milliken, Box 514, New York 8.

NIGP Officers

The National Institute of Governmental Purchasing elected the following officers for the year ahead: John G. Krieg, Cincinnati, president; John W. Huffman, Richmond, Va., and Joseph V. Spagna, New York, vice presidents; O. Grant Brush, Austin, Texas, treasurer.

Data Processing Seminar

The influence of electronic data processing on management will be the subject of a seminar at the Massachusetts Institute of Technology, Dec. 12-16. Dr. Robert H. Gregory, assistant professor of accounting in the School of Industrial Management which is sponsoring the seminar, will supervise the program. Its objectives, he said, will be "to appraise the characteristics and techniques of electronic data processing systems relevant to business management and to study recent developments in both local and long distance data processing that are of special importance to management." Registration forms from Prof. Gregory at the M. I. T. School of Industrial Management, Cambridge 39, Mass.



"COPY CATS" TAKE HOURS

to do what Copyflex does . . . in minutes!

Desk Top Model 100 Copyflex copies originals 11 inches wide by any length. Makes up to 300 copies of different letter-size originals per hour $498.50

LOOK in almost any department of your company, and you'll find valuable personnel who are forced by paperwork to become "copy cats." Every day, in one case after another, they copy by hand the same original information from one departmental form to another. Every day, they take many valuable hours to do what Copyflex can do in *minutes* at far less cost, and without errors.

With the new Copyflex Model 100, basic information is written only once—departmental copies are mechanically reproduced from the original action paper. Letter-size copies are produced at less than a penny each for materials. Copyflex one-writing systems can be tailored to any systematized paperwork in your firm, to speed and simplify purchasing, production, shipping, invoicing, accounting, and a host of other operations. Valuable personnel are freed for other important work. Operations are better controlled. You save thousands of dollars in time and labor.

Copyflex machines are quiet, clean, odorless. They require only an electrical connection, can be operated by anyone. Mail coupon today!

Find how Copyflex can simplify and speed the following paperwork:

Purchase Requisitions	Accounting Reports
Receiving Reports	Payroll Records
Bills of Material	Invoices
Consolidated Reports	Tax Returns
Production Orders	Sales Analyses
Shipping Notices	Inventory Records

Amazing New

BRUNING Copyflex "100"

Copies anything typed, written, printed, or drawn on ordinary translucent paper—in seconds.

Specialists in Copying Since 1897

Charles Bruning Company, Inc., Dept. 122-G
4700 Montrose Ave., Chicago 41, Illinois

Please send me information on the Copyflex process and new Model 100 machine.

Name _____ Title _____

Company _____

Address _____

City _____ County _____ State _____

CHARLES BRUNING COMPANY, INCORPORATED • 4700 MONTROSE AVENUE • CHICAGO 41, ILLINOIS

In Canada: Charles Bruning Co. (Canada) Ltd., 125 Church St., Toronto 1, Ontario

For More Information Circle No. 182

INVINCIBLE MODERNAIRE DESKS

More style, more business-engineered features — built-in for the years to come

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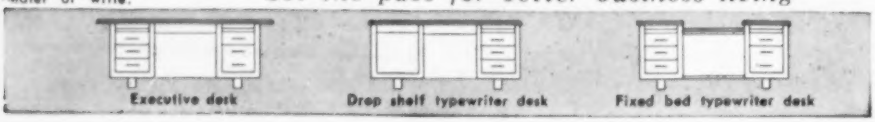


For More Information Circle No. 133

OMAC Scholarships

Office Management Assn. of Chicago has announced its two semi-annual scholarship winners: Edward J. Kalafut, City National Bank & Trust Co. of Chicago, and Joanne Eleanor Kale, June graduate of Amundsen High school, employed at the Continental Illinois National Bank & Trust Co., Chicago, as a stenographer. Formal presentations of their $100 awards will be made next March for application as tuition towards a course in office management under Prof. Harry Wylie at Northwestern University School of Commerce.

Coming to NOMA Conference

The Nippon Office Management Assn. of Japan will send a delegation next May to the conferences and exposition of National Office Management Assn. in Philadelphia. The Mexican Government also has requested NOMA to arrange for visits of Mexican businessmen at the time of the conference.

Forecast for Electronics

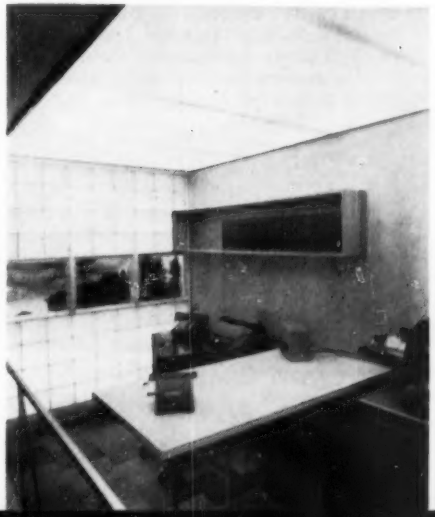
An electronics data processing industry which will employ more than 12 million people within the next ten years and provide pay increases of up to 30% for clerical and production workers on 30-hour work weeks, was forecast by Dr. Elbert P. Little, staff specialist in electronic data processing at Anderson-Nichols Co., Boston. The former computer research chief at Wayne University prophesied that business and industry would keep pace with the increased wage scale and the reduced work week by comparable increases in production capacities and profits. His estimate, based on surveys of existing industry and its needs, includes the manufacturers of automation equipment, technicians and programmers who will operate the equipment, and, the largest group, those who will be retrained to assemble and prepare data for processing.

Traveling School Progress Exhibit

SCHOOLROOM PROGRESS U.S.A., a traveling educational exhibition depicting more than a century of progress in American education facilities, started a tour of the country in Washington, D. C., last September. It is co-sponsored by the Henry Ford Museum and Greenfield Village of Dearborn, Mich., and Encyclopedia Americana. The two-car train will visit more than 250 cities in three to five years.

The free public exhibition in two specially designed railroad cars, donated by the Chesapeake & Ohio Railroad, includes part of an office practice room (shown on our cover) containing a Remington Rand electric typewriter, A. B. Dick mimeograph duplicator, Felt & Tarrant Comptometer dictation machine and Monroe calculators. Other products used in the room are acoustical tile by Owens-Corning Fiberglas Corp., floor covering by Congoleum-Nairn, Inc., glass block by Pittsburgh Corning Corp., light fixtures by Wakefield Brass Co. with lamps by General Electric Co., Weldwood walls by United States Plywood Corp. and paints by Pittsburgh Plate Glass Co.

The opposite end of the office practice classroom which is shown on the cover.



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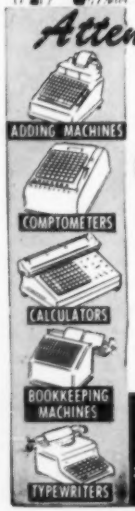

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For More Information Circle No. 126

National Conference & Exhibit Calendar

Railway Systems & Procedure Assn., Morrison Hotel, Chicago, Dec. 6-8.

American Statistical Assn., Biltmore Hotel New York, Dec. 27-30.

Office Management Assn. of Chicago, Conrad Hilton Hotel, Chicago, Feb. 12-15.

Insurance Accounting & Statistical Assn., New Yorker Hotel, New York, May 20-22.

National Office Management Assn., Philadelphia, May 20-24.

National Assn. of Cost Accountants, Conrad Hilton Hotel, Chicago, June 24-27.

National Office Machine Dealers Assn., Shamrock Hotel, Houston, July 8-11.

National Assn. of Bank Auditors & Controllers, Shoreham Hotel, Washington, D. C., Sept. 17-20.

National Stationery & Office Equipment Assn., Conrad Hilton Hotel, Chicago, Sept. 29-Oct. 3.

National Institute of Governmental Purchasing, Conrad Hilton Hotel, Chicago, Oct. 14-17.

National Business Show, Coliseum, New York, Oct. 15-19.

Systems & Procedures Assn. of America, Bellevue-Stratford Hotel, Philadelphia, Oct. 22-24.

The Flood

(Continued from page 96)

forms necessary to get the wheels of production rolling as soon as possible. A Uarco, Inc., spokesman put it this way: "We too got hit by a flood—a flood of orders which drained the supply of paper in our big new Deep River plant." New England Business Forms Co., New Haven, reported that continuous forms, usually requiring 60 to 90 days delivery, were being scheduled for two-weeks delivery. These emergency measures, of course, required disruption of factory schedules which undoubtedly

"I've come to replace your Girl Friday until she returns. I've had lots of experience in many different types of offices . . . so I can fit into your routine quickly."

Business peaks, sick leaves, vacations, piling work on your staff? Call in "Kelly Girls." For a day, a week, a month, a year—you'll be time and money ahead if you do. Versatile, efficient "Kelly Girls" work right in *your* office, on *our* payroll. "Kelly Girls" are "helping out" employers in America's largest corporations or in one-girl offices . . . they are bonded, tested, and guaranteed. Phone the Russell Kelly Office Service in your city. If the number is not listed in the directory, check telephone information—new cities are being added daily.

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You'll want to

KISS

this salesman!

When your Stationer's Salesman calls to demonstrate PEERLESS IMPERIAL

FINAL-LINE

CARBON PAPER

—when he shows you how the punch holes at the top and bottom of the uncoated extension edge prevents you *typing too far down on the page*—you'll want to kiss him. If you're fed up with staying after 5 o'clock to retype letters get FINAL-LINE. Don't wait for the Salesman—call your dealer or write to us for free test sheets.

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N. Y. Office: 13, 110 Franklin St.

Detroit 18, 37 Linden St., River Rouge, Michigan

For More Information Circle No. 195

had its effects on forms users far removed from the scene of the flood. But there seemed to be no dearth of understanding and sympathy. Some of the more thoughtful forms users volunteered delays on their own requirements so as to help those most in need.

One-time carbon sets, of a sort, were being delivered within three working days. In some instances, samples of forms were secured and photographically transferred to offset plates. In other instances, forms were handdrawn on duplicating stencils and spirit masters. Regardless of the process used—and all were used—single sheets were printed, hand-stuffed and hand stapled or glue-bound. Production lines were set up in the living rooms of homes to assemble forms as they came off the press in the family garage. Small job printers pitched in to help carry the load.

Besides the service performed on behalf of Civil Defense centers in Winsted, Waterbury and other cities, turning out bulletins and instructions to volunteers and cooperating agencies, duplicators went to the rescue with forms. A release by A. B. Dick Co. read in part:

"For example, the United States Rubber Company plant in Naugatuck telephoned . . . that all supplies of record forms were destroyed. Some departments were ready to resume production two days after the flood, and the company needed rate sheets to keep track of workers' time.

"These sheets were normally produced on the company's own mimeograph from stencils that are especially die-impressed in the A. D. Dick Company Louisville plant.

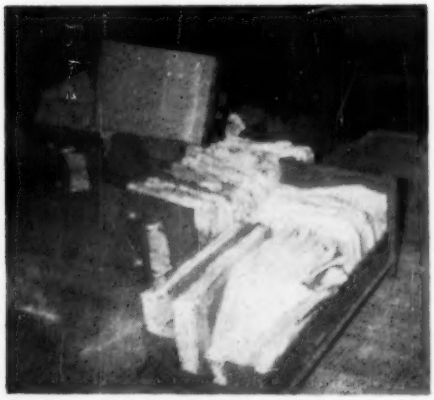
"Quilling (Hartford distributor) phoned the plant and a supply of stencils was airmailed that night. The next morning, U. S. Rubber was back in production and a supply of rate sheets was on hand."

Equally as amazing and unsolicited documentaries could be written about most equipment manufacturers and

forms makers in the emergency.

Those who have spent time establishing records retention schedules might well ponder the classification "permanent records." Of the records that were totally submerged in the flood waters, there remains varying degrees of permanency. These records got more than a bath. Some disintegrated completely. Some were saturated with silt. Some curled and warped beyond further use. Some floated away and, although located later, were not identifiable. Others lost their legibility and therefore usefulness.

An inspection soon after the waters had subsided brought out these observations concerning card records which had been under several feet of murky swirling water. Card records that had been housed in visible record tray files, and in enclosed rotary files, were well preserved after drying out. Many of the cards showed no discernible effects. Entries made by black pencil carbon as long as 20 years ago, remained distinctly legible. Entries made with black fluid ink held up equally well. Entries made with red lead pencil had almost completely vanished. Entries made in ballpoint pen were obliterated in smeary washouts. In some cases this tended to obliterate the other postings on the card. Card records housed in



Conventional files proved no protection against high water.

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AMERICA'S FAVORITE

No. 6587
The famous red typewriter eraser

EBERHARD FABER "puts its quality in writing"

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For More Information Circle No. 210

Card records suffered a fate similar to other records in drawer files.

open top rotary files suffered a fate similar to other not too well protected records such as those illustrated.

In contrast to the fate of card records, some of the more archaic records, old-fashioned bound ledgers, for example, didn't fair well. Some were mutilated beyond salvage. The silt and the slime infiltrated and permeated the books. Many ledger books, even the heavy ones, didn't remain closed while floating or being tossed about in fury-driven waters. As a result, many of them, including municipal records heretofore labelled *permanent*, were arbitrarily relegated to the trucks hauling debris to be burned. Such records were ruined beyond legibility.

Valuable records on microfilm survived undamaged. Over 400,000 ft. of 16mm microfilm submerged in flood water and mud, but otherwise undamaged, was salvaged.

Microfilm records withstood days of immersion in muddy waters without damage. Film rolls in their file cartons were shipped in 5-gal. water-filled milk cans to Recordak laboratories for washing and drying. Wound on new spools and packaged in new file cartons, the film was returned as good as new. Recordak Corp. provides this service free to its customers. Exposed film, still in flood-covered microfilm machines but not processed, was also salvaged, developed

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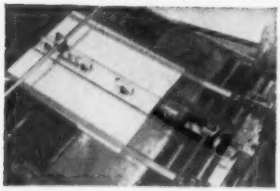

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NOW run envelopes, or small, thin, slick, or curling stock *easily*—to hairline register! VISI-GUIDE's five free-rolling steel balls give *positive, continuous* control, prevent "bounce" or rebound! For Nos. 1200, 1250 only $19.95; No. 1300 $24.50; No. 2066 (2) $59.00, *postpaid* with check. 10-day money back guarantee! Write today!

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For All Departments

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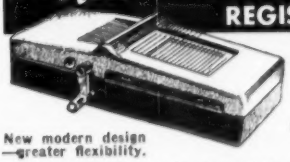
THE *New* AMERICAN REGISTER



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in your search for "office efficiency"?

supply your typists with

Pres-To-Line

WORLD'S FINEST COPYHOLDER

and watch typing costs go down!

The fact that Pres-To-Line Copyholders are now being used by most of the nation's largest commercial and industrial organizations, as well as by many Gov't agencies, is an indication of the role these amazing machines play in modern office efficiency. Time and motion studies prove that Pres-To-Line improves typing speed and efficiency up to 50%, resulting in an average saving of 23% of typing costs!

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For More Information Circle No. 211

and found to meet the best photographic standards.

In some cities, health authorities hesitated to release film for fear of spreading typhoid. Recordak employees and truck drivers were inoculated for protection and some of the film records were pre-washed in a disinfectant solution harmless to photographic emulsion.

An interesting sidelight is the story about the laundry in Torrington, Conn., which was absolutely under water. The biggest immediate problem a laundry faces in a flood is the claims of its customers. The burden of proof is on the laundry. The burden of delivery—or satisfaction—is on the laundry when the customer presents his receipt for his property. From a cost standpoint it is prohibitive to carry insurance adequate to protect against damage due to flood. But in this case there was a policy that had been held by the family and renewed each year for the past 50 years. Upon reading the small print it was discovered that the laundry *was* covered for such damages due to flood. A unique policy indeed!

We could go on and on with stories of misfortune, resourcefulness and ingenuity, but they all add up to this. When fate sends a hurricane to visit a

Records eventually dry out, but are they still legible?

business office, the results can be terrifying. Because nobody knows where fate will strike next, we can all benefit from the harrowing experience of the business people in the Naugatuck Valley and be prepared.

There were lessons learned. They learned that they could recuperate faster than they dared hope. In fact, some companies who said, "No use ordering those forms yet—we won't be in operation for months," found that after five weeks they were running full blast and the urgent signal for forms was up. Microfilming of records is going ahead at a pace faster than even the most optimistic microfilm advocate would expect six months ago. Business forms are being stored on floors far above water danger. For the most part there is little noticeable change. Offices remain where they were. Office equipment, new or rebuilt, remains vulnerable to the next flood which, unfortunately did come a very short time later and once again many companies in the Naugatuck Valley were hit. This, in itself, might be a warning of some sort that lightning can strike again in the same place.

Water reached ceiling in the basement salesroom of Curtis Art Co., Waterbury, Conn., doing $30,000 damage.

READ-A-FILE KEEPS YOUR STENCILS AND OFFSET PLATES ALWAYS AT SEE LEVEL

The Read-A-File Cabinet is a protective file that keeps stencils and plates wrinkle-free. It permits full-length inspection and quick access to any one of up to 400 stencils or 200 plates. The hanger unit, with 50 clips, rides on ball bearings. Each clip is on its own rod and can be removed without disturbing the others. It's new and different.

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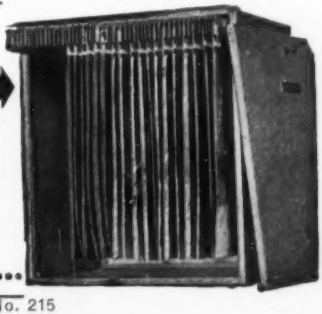

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NIPPO
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This Check Writer is light weight (about 10 oz.) and durable. May be carried in pocket or brief case. Equal in efficiency to heavier model.

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MANY STYLES **HOLDERS** FOR HANDWRITTEN SNAPOUT FORMS
SAUNDERS MFG. CO., INC.
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NEWS of the Industry

OEMI Elects Morse

Kenneth P. Morse

Kenneth P. Morse, executive vice president and general manager, Standard Register Co., was elected president of the Office Equipment Manufacturers Institute. Vice presidents are Harry M. Nordberg, vice president for sales and service, Pitney-Bowes, Inc., and Carl P. Ray, vice president, Underwood Corp.

LPMA Officers

Alfred H. Best

Alfred H. Best, president, Richard Best Pencil Co., Springfield, N. J., was reelected president of the Lead Pencil Manufacturers Assn. Other officers reelected were Oscar E. Wiessenborn, president, General Pencil Co., as vice president; Lawrence Levine, president, Reliance Pencil Corp., Mt. Vernon, N.Y., as treasurer; Clyde T. Nissen, as executive vice president, and Samuel Blumberg as secretary and general counsel. Named to the board of directors were F. G. Atkinson, Joseph Dixon Crucible Co.; W. C. Rucker, Commonwealth Cedar Co.; R. J. Thal, Eagle Pencil Co.; N. A. Augur, Wallace Pencil Co.; L. M. Brown, Eberhard Faber Pencil Co.; W. E. Danjczek, L. & C. Hardtmuth Co.; M. Hassenfeld, Empire Pencil Co.; R. Lewisohn Jr., American Pencil Co.

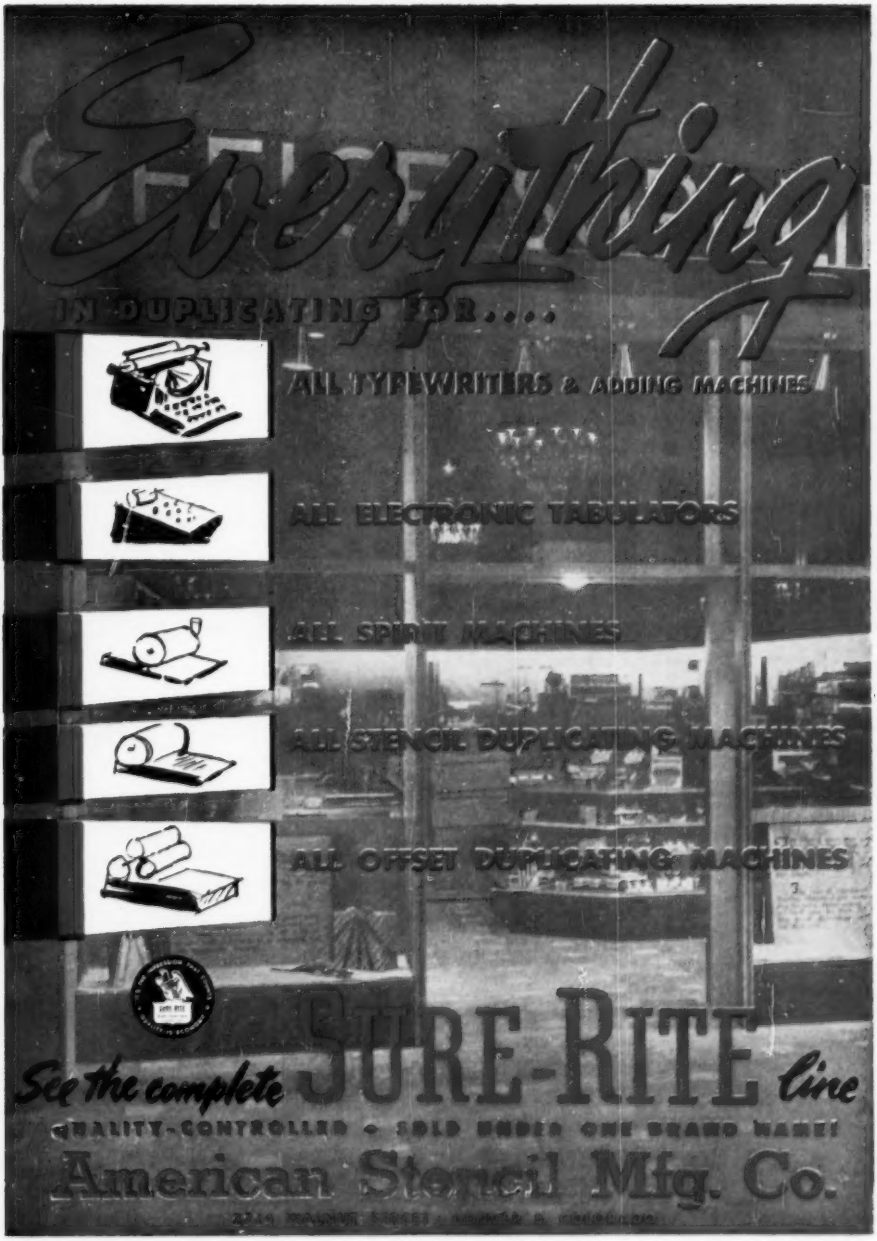
Royal McBee Executives

Carl McKelvy

P. M. Zenner, president, Royal McBee Corp., announced five executive appointments within the corporation and its major divisions. Carl McKelvy, formerly vice president in charge of production at the Hartford plant, was promoted to executive vice president of Royal Typewriter Co. Mr. McKelvy has been with Royal since 1946. A. W. Drew, controller, took over additional duties as assistant secretary, Royal McBee Corp. Mr. Drew joined the company in 1951. W. H. Pretto, assistant secretary of the corporation, was assigned the additional responsibility of assistant treasurer, Royal Div. C. J. Gillem, formerly Royal assistant treasurer, was named assistant treasurer of Royal McBee Corp. Mr. Gillem joined Royal in 1936. Miles Hossom, formerly a member of the Technical Division of the McBee Co. since 1949, is now assistant controller for McBee Div.

Roy Harris Heads NBFA

At the recent annual conference in Edgewater Park, Miss., of National Business Forms Associates, W. Roy Harris of McGregor & Werner, Inc., Washington, D.C., was elected president. Fred D. Ferguson of Buffalo Business Forms, Inc., Buffalo, N.Y., was named vice president. In 1956, NBFA will go to the West-



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Hardy as the trees they come from . . . Smead File Folders are built to withstand the wear that daily use requires of them. The Smead Two-Pli-Top File Folder is doubly thick at points of greatest wear (above the correspondence line in your file) . . . and single weight (thin) where bulk is objectionable. Ask your stationer to show you a sample.

SMEAD MANUFACTURING CO., INC.
HASTINGS, MINNESOTA • LOGAN, OHIO

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Breaking ground for expansion by Friden Calculating Machine Co. L. to r. are Stanley M. Friden, vice president; P. D. Bartlett, president, San Leandro (Calif.) Chamber of Commerce; Al Kant; Larry B. Taylor, vice president; Caroline Hatherly, decendent of Spanish land grant owner; Philip R. Samwell, vice president; John M. Lund, chairman of executive committee: D. S. Coney; Ted Hitchcock, San Leandro Mfg. Assn.

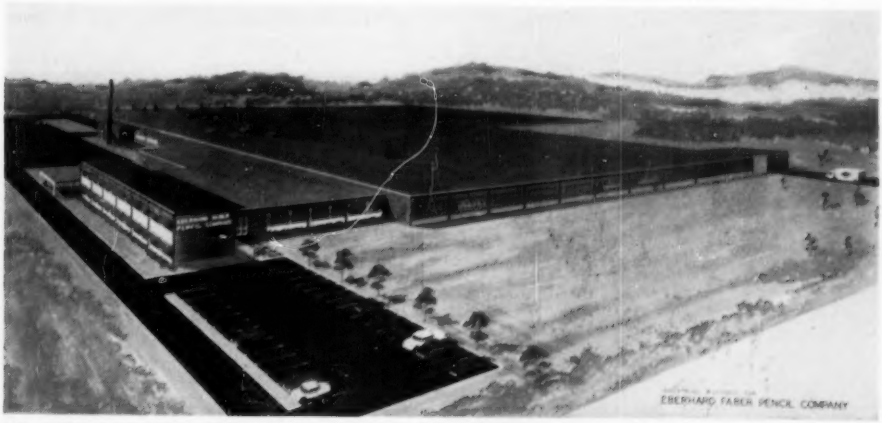
chester Country Club, Rye, N.Y., for its conference and in 1957 to the Hollywood Beach Hotel, Hollywood Beach, Fla.

Acme Visible Executive

Acme Visible Records, Inc., Crozet, Va., announced the appointment of W. M. St. John as executive vice president. Mr. St. John has many years' experience in the office equipment and systems management field and some years ago was associated with Yawman & Erbe Mfg. Co. in various executive capacities at Pittsburgh, Washington, New York and Rochester. Since joining Acme in 1945, he has been in charge of sales at Chicago, Washington and New York. In 1952 he was transferred to the general offices at Crozet as vice president and general sales manager.

Over 90,000 at N.Y. Show

The National Business Show in New York, Oct. 24-28, drew an estimated attendance of 93,000 from all over the country and overseas, the Office Executives Assn., sponsors of the show, reported. The show ended on a note of optimism on business prospects for next year. Many exhibitors have stated that



After 83 years in Brooklyn, N. Y., preceded by some years in New York City, Eberhard Faber Pencil Co. will move to Wilkes-Barre, Pa., late next year. Louis M. Brown, president, stated that their new one-story plant, covering 250,000 sq. ft. on a 25-acre site will offer increased production and research facilities for the 106-year-old firm which also maintains factories in Newark, N. J., Canada, West Germany and Brazil.

For More Information Circle No. 203

they interpreted visitor interest as a sign of increased business for 1956. There was an increase in buying on the floor of the 1955 National Business Show over previous years.

AOSE Officers

Alfred Berk

American Office Supply Exporters' Assn., New York, reelected the following officers: Alfred Berk, Aetna Safe Co., president; Paul Spoerry, Speed Products Co., vice president; Tracy Higgins, Higgins Ink Co., treasurer; David Manley, executive secretary. The board of directors consists of: Don Abbate, Oxford Filing Supply Co.; R. J. Banner, Underwood Corp.; Otto Gaffron, Eberhard Faber Pencil Co.; Charles Linn, Bates Mfg. Co.; Herman Lutz, Columbia Ribbon & Carbon Mfg. Co.; Gordon N. Steinmetz, Sanford Ink Co.

Johnston N.Y. Distributor

Computer Sales Co., 550 Fifth Ave., New York 36, was appointed distributor of Johnston Adding Machines in lower New York state.

For the best 1954 annual report in the office equipment industry, Harold Camp (left), vice president for finance, Pitney-Bowes, Inc., received "Financial World" award from Weston Smith. Pitney-Bowes won it six times in seven years.

School Sales Manager

F. C. Nicholas

The appointment of F. C. Nicholas as sales manager of the School Equipment Div. of Brunswick-Balke-Collender Co., Chicago, was announced by J. J. Stefan, vice president in charge of the division. Mr. Nicholas had previously been sales manager of Brunswick's Horn Div. and now heads sales operations for both divisions. Horn division products for schools include folding gymnasium seating, folding partitions, folding stages and wardrobes. School furniture: desks, chairs, tables and cabinets.

Codo Representative

Codo Mfg. Corp. announced a change in one of its territories, comprising parts of Ohio and Pennsylvania. Joseph M. Falbo has been promoted to supervise this area from his headquarters in Cleveland. He is especially qualified to handle Codo carbon, ribbon and hectograph supply sales because of his 16 years with Codo at both production level and branch office level.

The first Grade-1½ Mirado pencil ever produced was kept for David E. Price (left), general sales manager, Eagle Pencil Co., by John Mosler, executive vice president, Mosler Safe Co., at the NSOEA convention in a Mosler safe.

For More Information Circle No. 213

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TYPEWRITER ROLLER CHANGE

Insist on a "Futuristic" 5-Star Platen for Best Results
Manufactured and Distributed to Office Machine Dealers by
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Contact your Local Typewriter Dealer
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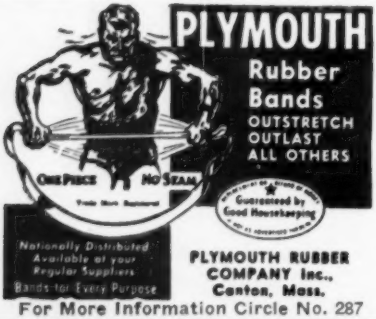

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Send free greaseless, odorless Tacky-Finger. Let me see how it makes paper handling, collating, foolproof.
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F & E Officers

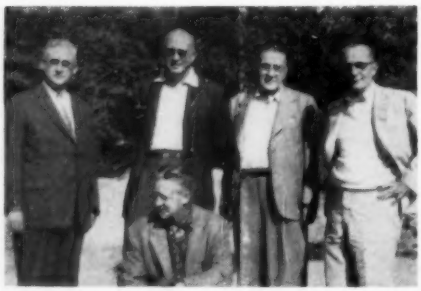
The Hedman Co. has elected the following officers: Herbert R. Hedman, chairman of the board; Edward J. Pauly, president; Clarence W. Johnson, vice president and treasurer; Berniece V. Rieker, secretary; John M. Carey, assistant secretary and assistant treasurer.

Luis Mestre Moves

Luis Mestre, well known designer of equipment for the office and graphic arts, has moved to new quarters at 305 East 46th St., New York 17. Mr. Mestre's contributions include a stencil duplicator, various cutting, folding and mounting machines, cash deposit devices for department stores and toll stations, and a new offset duplicator of advanced design to be placed on the market shortly. A new type of collator is also in the final stages of development.

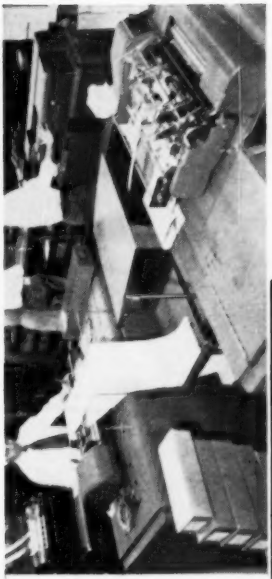
McBee Appointments

Appointment of John L. Mayer Jr. to the new post of assistant general sales manager for promotion was announced by A. T. Craft, general sales manager of McBee Co. Div. of Royal McBee Corp. Mr. Mayer's promotional unit will hold reponsibility for the gathering, analysis and distribution of market information

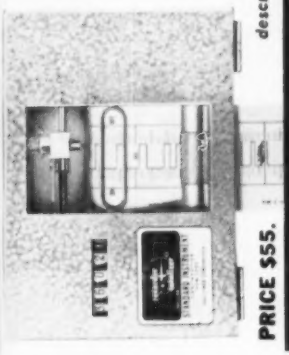


At a branch manager conference of F. S. Webster Co. L. to r.: J. C. Krueger, Chicago manager; F. H. Caswell, vice president and general sales manager; J. M. McCarthy, Pittsburgh manager; M. A. Unold, New York manager; J. G. Lungren (front), San Francisco manager.

To be sure! YOU CAN STEP-UP EFFICIENCY OF BUSINESS MACHINES



TIME RECORDER-TOTALIZER



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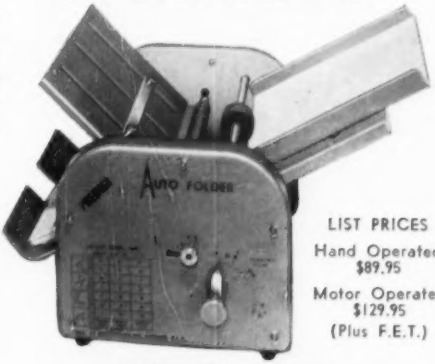

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to the field.

Robert C. McCormick was named to the new post of assistant to the general sales manager. Mr. McCormick will assume much of the administrative load formerly handled by Mr. Craft.

Heads Univac Division

William C. Norris

The consolidation of all electronic computer and tabulating machine operations into a single unit, the Univac Div., was announced by James H. Rand, president, Remington Rand Div. of Sperry Rand Corp. William C. Norris, vice president, who has been in charge of the ERA Div. at St. Paul, has been named general manager of the new division. Mr. Rand said, "The division's research facilities are being expanded by the acquisition of additional space for our Philadelphia engineering staff and construction of a new 200,000 sq. ft. electronic laboratory in St. Paul. Production facilities in both Ilion and Elmira are being used to supplement our Philadelphia and St. Paul manufacturing operations."

Marchant Controller

Promotion of Clarence H. Schaefer to the major executive post of controller of Marchant Calculators, Inc., was announced by Edgar B. Jessup, president. Ten years with Marchant, Mr. Schaefer advanced to his new post from internal auditor.

Dashew in Latin America

Alvin P. Jackson, previously legal counsel and member of the board of Dashew Business Machines, Inc., has joined the company on a full-time basis as executive secretary and field engineer, it was announced by Stanley A. Dashew, president. In addition to legal duties, Mr. Jackson will direct the firm's activi-

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Outlives Two Ordinary Stamp Pads

- Wood Block is chemically treated to hold large amounts of ink and to feed just the right amount to the surface!
- Ink dries instantly on paper yet never dries in the pad!
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- Ink cannot gush up between the type causing a blurred impression!
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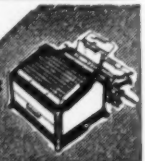
Select Rough — Rebuilt



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ties in providing Dashaplates and Dashew equipment to interested military and civil agencies of Latin American governments. He will also set up representation for the firm in Mexico City and key South American cities.

To Buy U. S. Carbon

Curtis-Young Corp., New York, copyholder manufacturers and distributors of carbons and ribbons, has contracted to purchase U. S. Carbon & Ribbon Mfg. Co., 60-year-old Philadelphia manufacturer. The management and personnel of the latter company will remain unchanged. Benjamin M. Snyder Jr. remains as president and a director. Other directors are Arthur W. Young, Todd P. Curtis, Benjamin M. Snyder 3rd and Charles Harlan. Extensive factory expansion and modernization are planned.

Diebold Expands in Tenn.

Diebold, Inc., has acquired a 17-acre tract adjoining its newly-acquired plant at Dickson, Tenn. Raymond C. Koontz, president, announced. The company previously had acquired the entire product line and manufacturing facilities of K. F. Cline Co., which is being operated as a subsidiary of Diebold. Mr. Koontz said 100,000 sq. ft. of floorspace will be added to the plant and employment will be raised from 100 to 250.

Harold W. Jacobsen (center), president of Horder's Inc. and Associated Supply Co., received a packet of Fort Ticonderoga commemorative stamps from H. B. Van Dorn (left), sales manager, Joseph Dixon Crucible Co., while Dixon's president, Frank G. Atkinson looked on at the NSOEA convention.

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FOR BINS AND SHELVES—Available in three sizes.
PS-½ ½"x6" 30c per ft. PS-¾ ¾"x6" 35c per ft.
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Smooth finished, durable metal construction—celluloid window protects and keeps label clean. Neat uniform appearance—lasts indefinitely.
SO-1 for 1" Ring Books.....25c each
SO-1½ for 1½" Ring Books 30c SO-2 for 2" Ring Books 35c

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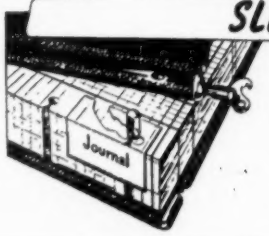

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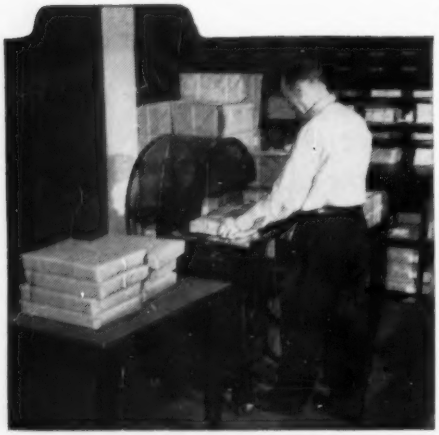

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Old Town Sales Executives

E. L. Tabat, vice president in charge of sales for Old Town Corp., announced the following appointments: Bernard L. Rieser, director of sales, national accounts; Don Lundberg, assistant to the vice president; Gordon A. Hopf, eastern regional manager; W. C. Dickneider, director of the plant service division; K. J. Scott, Los Angeles branch manager; H. W. Carlson Jr., Dallas district sales manager; James E. Markham, Detroit district sales manager; H. H. Shellenberger, Milwaukee district sales manager; J. N. Khazzam, export sales manager.

Wassell Methods Engineer

Wassell Organization, Inc., Westport, Conn., makers of record keeping equipment, announced the appointment of W. E. Goff as methods engineer. Mr. Goff will work under Phil McCormick, Wassell distributor in Denver.

Invincible Representatives

Invincible Metal Furniture Co. is now represented in Ala., Fla., Ga., Miss., N.C., S.C. and Tenn. by George A. Wilkerson, 233 Phipps Plaza, Palm Beach, Fla. Their new representative for Conn., Me., Mass., N.H., R.I. and Vt. is Robert Mack, Sheraton Plaza Hotel, Boston.

Label Holder Patent

Office Products, Inc., has acquired patent, tools, dies and molds for the manufacture of Kolor Klip plastic ring book label holders.

Blair Distributor

Orenstein Office Furniture Co., Passaic, N. J., was appointed exclusive distributor in New Jersey for Blair Aluminum Furniture Co. products. A new building is being built and, when completed, dealers may pick up chairs immediately from stock. Freight charges will be lower because Orenstein will buy in full carloads and pass along this savings to deal-

The Handiest Gadget

precision pencil sharpener and tape dispenser "COMBI"

A new idea in a desk accessory for OFFICE or HOME.

Any small roll of tape will fit into the base (up to ¾" width).

A most practical combination for EVERY DESK—a perfect point with a twist of the wrist. Ask your stationer, or write to

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UNDER-COUNTER CASH DRAWERS

assure profit . . . for you!

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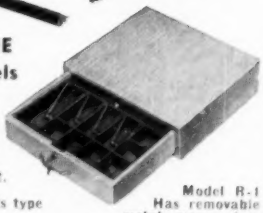

- No stock to carry—we will make drop shipment — in 24 hours.
- Full dealer discount.
- Finest product of its type available.

Model R-1 Has removable metal money tray with lock-on lid.

To sell Indiana Cash Drawers all that is necessary is to display one. Your customers will like this high-grade product made of Indiana hardwoods—with smooth finish inside and out. Quiet roller mechanism—warning bell that rings when drawer opens—high-grade disc tumbler lock.

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NO. 440 GREEN GLOW

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The ideal, all-around pencil eraser and cleaner for office and general use.

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Ask Your Visible Systems Supplier
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ers. A complete stock will always be carried.

Ennis Branch Managers

Jack Tolleson, formerly St. Louis manager for Ennis Tag & Salesbook Co. and American Carbon Paper Mfg. Co., is Houston branch manager succeeding Bob Barnes who died suddenly. Jack Bell, who formerly worked the North Texas and Oklahoma territory, is St. Louis branch manager. Jack Curl has succeeded Mr. Bell in the North Texas-Oklahoma territory. Hubert Marcia, vice president and general sales manager, made the announcements.

Royal Portable Managers

W. H. Beckwith, portable sales manager for Royal Typewriter Co., announced two appointments. George Witzel, formerly Great Lakes regional portable manager, has been promoted to eastern regional portable manager, succeeding H. L. Rudnick, retired after more than 34 years with Royal. S. W. Mazur, formerly southern portable regional manager, fills the vacancy created by Mr. Witzel's promotion.

Cel-U-Dex Appoints Sullivan

Cel-U-Dex Corp., Brooklyn, N. Y., announced the appointment of J. P. Sullivan as executive assistant. Mr. Sullivan brings with him an outstanding record in management techniques. A graduate of Columbia University with a B. S. in Business Administration, he was formerly associated with various hotel groups across the country, including the Towers Hotel of Brooklyn and the Taft and Warwick Hotels of New York. His duties will include keeping in close contact with trade outlets everywhere.

Alliance Chicago Office

Alliance Rubber Co., with plants in Alliance, Ohio, and Hot Springs, Ark., recently opened an office at 69 W. Washington, Chicago.

1 Numbering Machine
10 Jobs go Faster . . .

FORCE 150

Automatic, all-purpose numbering machine speeds up dozens of everyday jobs in office or plant. (Provides consecutive, duplicate or repeat numbering.) See your dealer or let us send our catalog "How to Select a Numbering Machine."

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For More Information Circle No. 105

Index to THE OFFICE, Volume 42

July through December, 1955

Accounts Receivable, Combines Billing with, *Lloyd G. Briggs* ..... Nov., 82
AMA Office Conference in New York, October 17-19 ..... Oct., 229
Army's New Accountant Training Program, The, *Clark L. Simpson* ..... Nov., 102
Billing for Old Glory ..... July, 57
Billing with Accounts Receivable, Combines, *Lloyd G. Briggs* ..... Nov., 82
Calculator History, Catalog Traces ..... Aug., 85
Calculator on Payroll Saves $2800 in Six Months, Automatic, *George McVay* ..... Oct., 146
Coding in Business, Principles of, *Daniel L. Grant* ..... Sept., 104
Colgate-Palmolive's New Accounting Offices in Kentucky ..... Oct., 82
Connecticut General Uses Its "Trial" Office Building, How ..... Dec., 8
Credit Unions: On-the-Job Banking, *Sidney Feldman* ..... Sept., 73
Cycle Breakdown, Master Control System Eliminates Daily, *M. K. Hearne* ..... Aug., 7
Doctor Looks at Record Keeping, A, *Quentin R. Strong, M.D.* ..... Sept., 10
Duplicated Direct Mail Outpulls Fancy Pieces ..... July, 63
Duplicator Saves 20 Hours Weekly ..... Oct., 218
East German Offices Behind the Iron Curtain, A Peek at, *Anonymous* ..... Nov., 92
Easy on the Eyes ..... Aug., 143
Ebco's New Offices, Good Light, Clean Air and Cool Water in ..... Sept., 69
"Efficiency" Scare You, Don't Let the Word, *A. H. Dorstewitz* ..... Oct., 17
Electronic Computer, Begin with a Big, *Roddy F. Osborn* ..... July, 72
Elevators Can Talk, Now ..... Sept., 130
Flood, How Offices Fought the, *Edmond W. McNamara* ..... Dec., 93
Forms Distributors, Annual Convention of Independent ..... Oct., 92
Furniture is Often Neglected, Office ..... Nov., 116
Government Makes Business Process a Trillion Words Yearly, The ..... Sept., 6
Handwriting Improvement Program for Business Employees ..... Nov., 80
Hiring Doesn't Pay, Short-Term ..... Nov., 201
Honesty, A Test for ..... Aug., 19
IDP Order-Invoice System, An, *Walter T. Gibson* ..... Sept., 78
Investigative Agency, Using the, *Frederick W. Myers* ..... Oct., 136
Kennametal's Internal Order Processing System ..... Nov., 73
Let George Do It!, *Alfred M. Cooper* ..... July, 7
Life Is Lengthening, Man's Working, *Seymour L. Wolfbein* ..... Sept., 149
Magnetic Tapes, Wider Applications of ..... July, 10
Mailing Cuts Costs for Magazine Publishers, Mechanized, *Sidney Shepherd* ..... July, 66
Misfiles, Finding ..... July, 59
National Business Show in New York, October 24-28 ..... Oct., 69
National Business Show, New Badges for ..... Sept., 134
NBFA Convention ..... Sept., 149
NOMA Conference Held in Toronto ..... July, 68
NSOEA Convention ..... Sept., 144
NSOEA 51st Annual Convention in Chicago, October 1-5 ..... Oct., 102
Numbers, Our Amazing Language of, *Roy Hopkins* ..... Oct., 96
Order Processing System, Kennametal's Internal ..... Nov., 73
Paper for Spirit Duplicating, Choosing the Right ..... Nov., 118
Pay, Average Standard Weekly Hours of Work and Straight Time Weekly ..... July, 150
Paychecks Go by Wire, Plants' ..... July, 64
Pegboard Inventory System, A, *John Hockman* ..... Dec. 69
Peg Strip Record Keeping, *Richard Neumaier* ..... Dec., 61
Personnel Records, How A Bank Keeps Complete, *William L. Barton* ..... Oct., 110
Photographic Methods, How Convair Improved Its, *Charles Lahr Jr.* ..... Sept., 113
Procedure Charting, How to Use, *William C. Nickell* ..... Nov., 9

Records Burn, Where's Your Business?, When Your Vital ..... Oct., 7
Recruitment Technique That Works!,A, *T. A. Duckworth* ..... Oct., 73
Rental Equipment, Records for, *A. Corning White* ..... Nov., 22
Rental Ruling, Need ..... Nov., 202
School Progress Exhibit, Traveling ..... Dec., 145
75th Anniversary of Office Equipment Manufacturer ..... Sept., 209
Sort Papers, How to, *L. E. Griffith* ..... Aug., 51
Statistics, Don't Be Fooled by Office Worker, *Edmond W. McNamara* ..... Nov., 76
Suggestion Program, New York City's Employee, *Herman Limberg* ..... Sept., 87
Surveys Are All Right If They Produce!, *Harry H. Fite* ..... Sept., 19
Systems Meeting ..... Sept., 25
Systems Meeting in Detroit, October 10-12, 8th International ..... Oct., 78
Talent Scout, Be Your Own, *Seymour Paget* ..... Sept., 121
That's Not What I Meant!, *Helen Rougon* ..... July, 60
Time Computer, Temco Employees Invented Their Own ..... Oct., 222
Training Needs of Office Personnel, The ..... Nov., 69
"Trial" Office Building, How Connecticut General Uses Its ..... Dec. 8
Work Simplification Saves Ryan Over $75,000 in a Year ..... Aug., 12
Work Simplification? Yes. Job Simplification? Maybe, *Edmond W. McNamara* ..... Sept., 77
Worrying, Lick That Habit of, *Carroll H. Jones* ..... Sept., 82

Index to New Products, July through December, 1955

ACCOUNTING MACHINE TESTER
American Automatic Typewriter Co. ..... July, 128

ACCOUNTING MACHINES
National Cash Register Co. ..... Nov., 150, 184
Underwood Corp. ..... Aug., 102; Oct., 156

ADDING MACHINES
Addo Machine Co. ..... Aug., 93
Alma Office Machines Corp. ..... Oct., 161
Clary Corp. ..... Dec., 139
Johnston Adding Machine Co. ..... Sept., 162

ADDRESSING EQUIPMENT
Addressograph-Multigraph Corp. ..... Sept., 180
Dayton Rubber Co. ..... Nov., 143
Master Addresser Co. ..... Oct., 181
Scriptomatic, Inc. ..... Sept., 158
Weber Marking Systems ..... Nov., 179

AIR CONDITIONERS
Drayer-Hanson, Inc. ..... Dec., 129
Frigidaire Div., General Motors Corp. ..... Aug., 90
Servel, Inc. ..... Aug., 117

ANNOUNCEMENTS
R. O. H. Hill Inc. ..... Oct., 175

ASH TRAYS
Smo-King Products, Inc. ..... Nov., 154

AUTOGRAPHIC REGISTERS
Egry Register Co. ..... Nov., 169

AUTOMATIC EQUIPMENT
Clary Corp. ..... Oct., 205
Dashew Business Machines, Inc. ..... Oct., 160
Electronic Div., Clary Corp. ..... July, 120
Friden Calculating Machine Co. ..... July, 126
Hillyer Instrument Co. ..... Nov., 147
Wheeldex & Simpla Products, Inc. ..... July, 104
Underwood Corp. ..... Dec., 106

BANK BOOKKEEPING SYSTEM
Addressograph-Multigraph Corp. ..... July, 135
Burroughs Corp. ..... July, 135
Todd Co. ..... July, 135

BINDERS, COVERS
Elbe File & Binder Co. ..... Sept., 198
Ellingsworth Mfg. Co. ..... Aug., 118

BINDING, PLASTIC
Plastic Binding Corp. ..... Oct., 162; Nov., 180

BINDING POSTS
Bankers Box Co. ..... Sept., 191

BULLETIN BOARD
General Scientific Equipment Co. ..... Aug., 121

BUSINESS CARDS
R. O. H. Hill, Inc. ..... Sept., 162

CALCULATING MACHINES
Classic Calculators, Inc. ..... Nov., 146
Marchant Calculators, Inc. ..... Oct., 154

CARBON PAPER
Buckeye Ribbon & Carbon Co. ..... Dec., 118
Rochester Ribbon & Carbon Co. ..... Aug., 92
H. M. Storms Co. ..... July, 116

CARTON IMPRINTER
Pitney-Bowes, Inc. ..... Dec., 112

CASH REGISTERS
Clary Corp. ..... Aug., 91
Victor Adding Machine Co. ..... Nov., 178

CHAIRS
Emeco Corp. ....Sept., 197
King Posture Chair Co. ....Sept., 186
B. L. Marble Chair Co. ....Aug., 134
Milwaukee Chair Co. ....Nov., 180
Precision Mfg. Co. ....Aug., 95

CLOCKS
M & M Industries ....Nov., 188

CLOTHES PROTECTORS
Budlew Products Co. ....Oct., 170

CLOTHES RACKS
Precision Mfg. Co. ....Oct., 159
Safway Metal Products Co. ....Sept., 192
Vogel-Peterson Co. ....Aug., 93

COLLATORS
Collamatic Corp. ....July, 98; Sept., 164; Nov., 153; Dec. 132
Thomas Collators, Inc. ....Sept., 159, 168; Nov., 164; Dec., 129

COPYING MACHINES
(Also see Photocopiers)
Bruning Co., Charles ....July, 96; Oct., 176

COPYING PAPERS, SUPPLIES
Admaster Prints, Inc. ....Sept., 184
American Photocopy Equipment Co. ....Aug., 130
Bienfang Products Corp. ....Sept., 164
Duplicating Prods, Div., Minnesota Mining & Mfg. Co. ....Aug., 91
Ozalid, Div. General Aniline & Film Corp. Aug., 108; Oct., 202
Technifax Corp. ....Aug., 124; Sept., 157

DESK ACCESSORIES
Alba Art Studios ....Aug., 128
Campro Sales Co. ....Sept. 195
Eastern Corp. ....Aug., 93
Goodyear Printing & Stationery Co. ....Aug. 111
Polar Mfg. Co. ....Nov., 177
Serolite Corp. ....Aug., 92
Wilson Memindex Co. ....Oct., 192

DESKS
Browne-Morse Co. ....Dec., 116
Dray Mfg. Co. ....Oct., 161
Hillside Metal Products, Inc. ....Aug., 96
Remington Rand Inc. ....Aug., 130

DESK STABILIZER
Pres-To-Line Corp. of America ....Sept., 172

DICTATING EQUIPMENT
American Dictating Machine Co. ....Dec., 105
DeJur-Amsco Corp. ....July, 97; Dec., 120
Dictaphone Corp. ....July, 101
Geiss-America ....July, 98
Gray Mfg. Co. ....July, 114; Nov., 153
Infra Electronic Corp. ....Dec., 101
Magnetic Recording Industries ....Aug., 111; Oct., 166

DUPLICATING ACCESSORIES, SUPPLIES
Burroughs Corp. ....Oct., 206
Columbia Ribbon & Carbon Mfg. Co. July, 123; Sept., 195
A. B. Dick Co. ....July, 114; Aug., 102; Sept., 177; Oct., 189; Nov., 177
Ditto, Inc. ....Sept., 161
Frankel Mfg. Co. ....Sept., 160
Gestetner Duplicator Corp. ....July, 101; Aug., 90
Haloid Co. ....Dec., 100
Heyer Corp. ....Nov., 172
Old Town Corp. ....Dec., 103

DUPLICATORS, OFFSET
A. B. Dick Co. ....Dec., 100
Ditto, Inc. ....Nov., 142

DUPLICATORS, SPIRIT
Bohn Duplicator Corp. ....Sept., 157
Ditto, Inc. ....Dec., 125
Duplicators, Inc. ....Oct., 186
Harding Co., Milo ....Oct., 160
Rex-O-Graph, Inc. ....Sept., 159
Standard Duplicating Machines Corp. ....Oct., 157

DUPLICATORS, STENCIL
Rex-Rotary Distributing Corp. ....Dec., 137

ELECTRONIC EQUIPMENT
Allied Radio Corp. ....Oct., 205
J. B. Rea Co. ....Sept., 157
Underwood Corp. ....July, 125

ENVELOPES
Newark Printing Co. ....Sept., 161
Outlook Envelope Co. ....Oct., 214

FILES
Acorn Products Co. ....Sept., 188
Harriman Chair Mfg. Co. ....July, 122
Oxford Filing Supply Co. ....Nov., 160

FILES, INSULATED
Dolin Metal Products, Inc. ....Dec., 130

FILES, ROTARY
Wassell Organization, Inc. ....Oct., 161
Remington Rand Div. ....Dec., 134
Revo-File Div., Mosler Safe Co. ....Nov., 145

FILES, STORAGE
Bankers Box Co. ....Dec., 101
Werner's Mfg. Co. ....July, 140

FILING SUPPLIES
Amberg File & Index Co. ....July, 120
Cel-U-Dex Corp. ....July, 139
Dennison Mfg. Co. ....Nov., 183
George B. Graff Co. ....Oct., 216
Charles C. Smith, Inc. ....July, 143
Saf-T-Tab Co. ....Oct., 200
Universal Color Slides Co. ....July, 135

FILES, VISIBLE
Vue-Fax Corp. ....Nov., 148

FLOOR MAINTENANCE
S. C. Johnson & Son ....Oct., 175
West Disinfecting Co. ....Aug., 98

FOLDING MACHINES
A. B. Dick Co. ....Oct., 159
Lansdale Products Corp. ....Aug., 96
Martin-Yale, Inc. ....Sept., 170
Print-O-Matic Co. ....July, 136

FORMS
American Lithofold Corp. ....Sept., 156
Baltimore Business Forms Co. ....Sept., 158; Nov., 144
Letterex Corp. ....Sept., 162
Newport News Forms Co. ....Dec., 126
Spot Carbon Products ....Dec., 134

FORMS FEEDER
Moderne Forretningsutstyr A.S. ....July, 144

FURNITURE
Arnot-Jamestown Div. ..... July, 110
Brunswick-Balke-Collender Co. ..... Nov., 192
Feldman-Selje Corp. ..... Sept., 164
Shaw-Walker ..... Sept., 158

HOT BEVERAGE DISPENSER
Ebco Mfg. Co. ..... Dec., 106

INSURANCE
Security-Connecticut Insurance Co. ..... Oct., 157

INTERCOMS
Connecticut Telephone & Electric Corp. ..... Nov., 193
DuKane Corp. ..... Oct., 194
Signal Engineering & Mfg. Co. ..... July, 97
Western Union Telegraph Co. ..... Oct., 164
Wheeler Insulated Wire Co. ..... July, 132

LABELING MACHINES
Cheshire Mailing Machines, Inc. ..... Oct., 158

LAYOUT EQUIPMENT
A. Lawrence Karp ..... July, 113
Labelon Tape Co. ..... July, 122

LECTERNS
Detroit Lectern Co. ..... July, 139
Reynolds Metals Co. ..... July, 143

LETTERHEAD PAPERS
Eastern Corp. ..... Aug., 93
Gilbert Paper Co. ..... Oct., 157
Mead Corp. ..... Nov., 144
Neenah Paper Co. ..... July, 99
Parsons Paper Co. ..... Sept., 156
Byron Weston Co. ..... Dec., 102

LIGHTING
Burton Mfg. Co. ..... Oct., 158
Emeralite Co. ..... Oct., 160
Faries Lamp Division ..... Oct., 178
Lightolier, Inc. ..... Nov., 174
Midwest Lighting Products Co. ..... Oct., 208

LIST FINDER
Bates Mfg. Co. ..... Sept., 182

LISTING CAMERA
Commercial Controls Corp. ..... Nov., 144

MACHINE STANDS
Ajusto Equipment Co. ..... Oct., 203
Karl Mfg. Co. ..... Sept., 190
Meilink Steel Safe Co. ..... Sept., 180
Tiffany Stand Co. ..... Nov., 166

MACHINE TIMER
Recorder Div., Heat-Timer Corp. ..... Oct., 199

MAILING EQUIPMENT
Corbin Wood Products Div. ..... July, 101
Inserting & Mailing Machine Co. ..... July, 104
Pitney-Bowes, Inc. ..... Oct., 162, 200
Pres-To-Line Corp. of America ..... Aug., 95

MICROFILM EQUIPMENT
Atlantic Microfilm Corp. ..... Nov., 154
Burroughs Corp. ..... July, 102
U. S. Microfilm Co. ..... Nov., 148

NOISE CONTROL
Gates Associates ..... Oct.,'156; Nov., 147
Mid-West Noise Control ..... Oct., 212

NUMBERING MACHINES
William A. Force & Co. ..... Aug., 104; Oct., 162
Force Western, Inc. ..... Aug., 96

OFFSET EQUIPMENT, SUPPLIES
(Also see Duplicators, Offset)
American Type Founders ..... July, 140; Aug., 92; Sept., 162
Ames Laboratories, Inc. ..... Dec., 124
Colitho Div., Columbia Ribbon & Carbon Mfg. Co. ..... Nov., 188
Direct Image Aluminum Plate & Supply Co. ..... July, 108
Forbes Mfg. Co. ..... Oct., 164
Haloid Co. ..... Oct., 155
NuArc Co. ..... Aug., 94
Polychrome Corp. ..... Sept., 156
Robertson Photo-mechanix, Inc. ..... Oct., 196
Wale Floating Nozzles ..... July, 113

PAPER CUTTERS
Michael Lith, Inc. ..... Aug., 134

PAPER JOGGERS
Syntron Co. ..... July, 100

PAPER PUNCHES
New England Paper Punch Co. ..... Aug., 132

PAPER ROLL DELINTER
Machine Div., Fuller Brush Co. ..... Nov., 150

PARTITIONS
Unistrut Products Co. ..... Dec., 104

PEGBOARDS
Business Systems, Inc. ..... Dec., 116
Safeguard Corp. ..... Dec., 102

PHOTOCOPIERS
(Also see Copying Machines)
Copease Co. ..... Nov., 145
Cormac Industries, Inc. ..... Nov., 148
General Photo Products Co. ..... Aug., 127
F. G. Ludwig, Inc. ..... Dec., 104
Peerless Photo Products, Inc. ..... Nov., 147; Dec., 138
Photostat Corp. ..... July, 118

POSTING TRAYS
Business Systems, Inc. ..... Nov., 146

PRINTING PRESS, HAND
Force Western, Inc. ..... Sept., 160

RUBBER BANDS
Alliance Rubber Co. ..... Nov., 154

SAFES
John D. Brush & Co. ..... Sept., 190
Herring-Hall-Marvin Safe Co. ..... Dec., 106
Meilink Steel Safe Co. ..... July, 131
Remington Rand Div., Sperry Corp. ..... Oct., 185

SHELVING
Borroughs Mfg. Co. ..... Oct., 162
S. A. Hirsh Mfg. Co. ..... Sept., 184

SIGNING MACHINE
International Autopen Co. ..... Nov., 143

SORTERS
Yawman & Erbe Mfg. Co. ..... Aug., 90

SPEECH PROMPTER
Underwood Corp. ..... Nov., 142

STAPLES
Arrow Fastener Co. ..... Aug., 133

STAPLE REMOVER
Bates Mfg. Co. ..... Aug., 95

STATIONERY ITEMS
Amberg File & Index Co. ..... Dec., 103
American Stencil Mfg. Co. ..... Oct., 194
Apsco Products, Inc. ..... Dec., 115
Carlton Brief Case Corp. ..... Aug., 127
Carter's Ink Co. ..... July, 112
C-Thru Ruler Co. ..... Aug., 122
Delkote, Inc. ..... Aug., 107
Dennison Mfg. Co. ..... July, 130
Evans Specialty Co. ..... July, 116; Nov., 148
Eze Co. ..... Aug., 123
Ferber Corp. ..... Nov., 156
Force Western Inc. ..... July, 108; Oct., 208
Glutex, Inc. ..... Aug., 132
Horder's Inc. ..... Aug., 124
David Kahn, Inc. ..... Dec., 141
Kamket Corp. ..... Aug., 121
Knickerbocker Case Co. ..... Aug., 107
Koh-I-Noor Pencil Co. ..... Sept., 168
Lansdale Products Corp. ..... Nov., 166
Lithocalculator Co. ..... Aug., 131
Office Products, Inc. ..... Dec., 141
Osmond Pence & Assoc. ..... July, 131
E. W. Pike & Co. ..... Dec., 118
Planno, Inc. ..... Aug., 122
Sengbusch Self-Closing Inkstand Co. ..... Oct., 168
S. S. Stafford, Inc. ..... Oct., 210

STORAGE CABINETS
Maine Mfg. Co. ..... Aug., 117
Steel Service Mfg. Co. ..... Sept., 198

TABULATING EQUIPMENT, SUPPLIES
American Lithofold Corp. ..... July, 136
Avery Adhesive Label Corp. ..... Nov., 156
Diebold, Inc. ..... Nov., 187
Remington Rand Div., Sperry Rand Corp. ..... Oct., 155; Nov., 162
Samas Div., Underwood Corp. ..... Dec., 131
Tab Products Co. ..... July, 99; Aug., 94; Sept., 160; Oct., 184; Nov., 169

TAPE DISPENSERS
Labelon Tape Co. ..... Oct., 214
Lipton Mfg. Co. ..... Nov., 170
Minnesota Mining & Mfg. Co. ..... Sept., 186; Oct. 189
Permacel Tape Corp. ..... Nov., 158

TEMPORARY HELP
Russell Kelly Office Service ..... Dec., 105

TIMESTAMPS
Cincinnati Time Recorder Co. ..... Aug., 109
Dorson Corp. ..... Oct., 190

TOWELS
West Disinfecting Co. ..... Sept., 174

TYPEWRITERS, ELECTRIC
Allen Business Machines, Inc., R. C. ..... Oct., 154
Royal Typewriter Co. ..... Sept., 187; Dec., 101
Smith-Corona, Inc. ..... July, 96
Underwood Corp. ..... July, 100

TYPEWRITERS, MULTIPLE
Imperial Typewriter Co., Ltd. ..... Sept., 167

TYPEWRITERS, STANDARD
Metropolitan Typewriter Co. ..... Oct., 168

TYPEWRITER, TOY
Lansdale Products Corp. ..... Aug., 114

TYPEWRITER PARTS, SUPPLIES
Ames Supply Co. ..... Dec., 105
Buckeye Ribbon & Carbon Co. ..... Dec., 118
Budlew Products, Co. ..... July, 107
Columbia Ribbon & Carbon Mfg. Co. ..... Aug., 96
J. A. Heinrich Dankers ..... Dec., 140
Dreusicke & Co., K. G., Wilhelm ..... Nov., 186
Rochester Ribbon & Carbon Co. ..... Aug., 92
H. M. Storms Co. ..... July, 116
Supreme Power Cleaner Mfg. Co. ..... Sept., 178

TYPEWRITERS, PORTABLE
Underwood Corp. ..... Oct., 182

TYPOGRAPHY, LETTERING
Davidson Corp. ..... Aug., 101
Filmotype Corp. ..... Aug., 91
Letterguide Co. ..... Aug., 118
Lino-O-Print Co. ..... July, 99

WASTEBASKETS
Corry-Jamestown Mfg. Corp. ..... Sept., 167
National Vulcanized Fibre Co. ..... Sept., 177
Wooster Rubber Co. ..... Nov., 191

WATERCOOLERS
Remcor Products Co. ..... Oct., 173

WINDOW COATING
Infropake Corp. of America ..... Sept., 167

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· ADVERTISERS ·

Acco Products Inc. 34
Acme Adding Machine Service & Sales Corp. 164
Allen Business Machines, Inc., R. C. 24, 25
Alliance Rubber Co. 73
American Numbering Machine Co. 49
American Register Co. 151
American Stencil Mfg. Co. 155
Ames Supply Co. 160
Apsco Products Inc. 59
Arnot-Jamestown Division 13
Atlas Stencil Files Corp. 146
Autocopy, Inc. 168

Bankers Box Co. 36
Basten, Peter 151
Baumgarten, Fred 167
Bohn Duplicator Corp. 107
Borroughs Mfg. Co. 56
Bruning Co., Charles 143
Bud Type Cleaner Co. 150
Burroughs Corp. 75
Bunn Co., B. H. 166

Canning, Sisson & Associates 14
Can-Pro Corp. 141
Carter's Ink Co. 138, 139
Clark, Inc., Keith 86
Clary Corp. 35
Cole Steel Equipment Co. 46, 47
Collamatic Corp. 88
Columbia Ribbon & Carbon Mfg. Co. 58
Comptometer Dictation Division 16
Copease Corp. 38
Copy-Craft, Inc. 23
Corbin Wood Products Div. 96
Cotterman, I. D. 141
Coxhead Corp., Ralph C. 133

Davidson Corp. 3
Dewberry Engraving Co. 164
Dick Co., A. B. 78
Diehl G.m.b.H., Heinrich 120
Ditto, Inc. Inner Back Cover
Dixon Crucible Co., Joseph 112
Dolin Metal Products Inc. 126

Eastern Corp. 111
Eastman Kodak Co. 134
Elbe File & Binder Co. 149
Esleeck Mfg. Co. 129
Evans Specialty Co. 118, 160
E-Z Sort Systems Ltd. 140

Fabbrica Addizionatrice Italiana 158
Faber-Castell Pencil Co., A. W. 125
Faber Pencil Co., Eberhard 149
Facit, Inc. 113
Felt & Tarrant Mfg. Co. 16, 87
Forbes Mfg. Co. 59
Force & Co., Wm. A. 169
Frigidaire Div., General Motors Corp. 4

Gates Associates 17
General Binding Corp. 130
Gestetner Duplicator Corp. 115
Gilbert Paper Co. 83

Graphic Systems 118
Groveton Papers Co. 85

Haloid Co. 37
Hamann Calculating Machine Co. 53
Hautau & Otto 84
Heat-Timer Corp. 161
Hill, Inc., R. O. H. 130
Hush-A-Phone Corp. 141
Hygrade Printing & Stationery Co. 89

Indiana Cash Drawer Co. 167
Industrial Shredder & Cutter Co. 89
Infra Electronic Corp. 77
Ink Specialties Co. 159
Inserting & Mailing Machine Co. 121
Inter-Continental Trading Corp. 32
International Cash Register & Parts Co. 141
International Office Appliances, Inc. 146
Invincible Metal Furniture Co. 144

Johnston Adding Machine Co. 45

Kee-Lox Mfg. Co. 33

Lansdale Products Corp. 160
Lee Products Co. 146
Lee, Roy B. 164
Litho Engineering & Research 151

Marchant Calculators, Inc. 30
Martin-Yale, Inc. 161
McBee Co. 60
Metal Specialties, Inc. 153
Michael Lith, Inc. 86
Milwaukee Metal Furniture Co. 54
Mim-E-O Stencil Files Co. 165
Minnesota Mining & Mfg. Co. 20, 128
Moore Business Forms Inc. 108, 109
Moore Inc., P. O. 137
Morris Co., Bert M. 52

National Blank Book Co. 31
National Cash Register Co. 117
Nippo Machine Industry Co., Ltd. 153
Norta Distributing Co. 164
Nu-Arc Co. 116

Office Products, Inc. 165
Office Publications Co. 136, 162, 175
Old Town Corp. 98, 99
Olivetti Corp. of America 127
Outlook Envelope Co. 168
Ozalid, Div. of General Aniline & Film Corp. 6

Palson Mfg. Co. 168
Parsons Paper Co. 119
Paterson Parchment Paper Co. 18
Peerless Imperial Co. 148
Phillips Process Co. 163
Photostat Corp. 26
Pitney-Bowes, Inc. 19, 124, 135
Plastic Binding Corp. 170

Plymouth Rubber Co. 160
Port Huron Sulphite & Paper Co. 80
Pres-To-Line Corp. of America 152
Print-O-Matic Co. 50

Rapid Roller Co. 48
Regal Typewriter Co. 168
Regna Cash Registers Inc. 55
Remington Rand Division 122, 123
Rite-Line Corp. 146
Roberts Rubber Co., Weldon 167
Robertson Photo-Mechanix, Inc. 15
Robotyper Corp. 169
Roller Press 110
Royal Typewriter Co. 90, 91
Russell Kelly Office Service 147

Safeguard Corp. 82
Saunders Mfg. Co. 153
Shredmaster Corp. 132
Smead Mfg. Co. 156
Smith, Inc., Charles C. 151
Smith-Corona, Inc. ..... Inner Front Cover
Speed-Spacer Co. 167
Storms Co., H. M. 51

Tab Products Co. 28
Traveletter Corp. 7

Underwood Corp. ..... 114, Outer Back Cover

Vari-Typer, The 133
Veeder-Root, Inc. 29
Victor Adding Machine Co. 27
Visi-Shelf File, Inc. 21

Wale Floating Nozzles 110
Wassell Organization 131
Wausau Paper Mills Co. 97
Weber Addressing Machine Co. 57
Weston Co., Byron 22
Worden Co. 137

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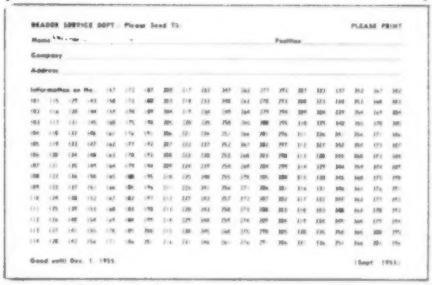

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As We See It

THIS IS A SERMON. The season is right, the need apparent. When obvious fundamentals are violated or ignored, they should be restated and their worth established.

It has been very disturbing these past few months to talk with sales managers and salesmen of office equipment manufacturers, to learn that with considerable unanimity they believe the Christmas gift practice to their customers has become such a racket as to approach outright bribery. There is no question that the majority of office equipment manufacturers and users are honest, but this type of gift practice is a trend to the worse and gains currency beyond its immediate area.

The innocent bottle of bourbon, the friendly box of cigars are acceptable and traditional, even though some companies forbid these tokens. When Christmas is used as a pretext, however, for the presentation of television sets, season baseball passes, cashmere overcoats and occasionally an automobile, the practice becomes vicious and morally indefensible. The vice president of a leading manufacturer in our field reports his shock in comparing his sales staff's Christmas gift list to what it was a mere five or six years ago. "The habit's become badly ingrained, almost like dope," he said.

The manifold results are all bad. The primary evil is the moral failure. Further, guilty parties influence other salesmen or purchasers, they sully the name of their organization, and management efficiency usually suffers when the wrong office equipment is bought because of a salesman's corrupt inducements or a purchaser's greed. Top management should be diligent in unearthing these situations.

Another sorry comment on the business is the lack of necessity to conduct sound and profitable operations in this fashion. That most manufacturers and users of office equipment, large and small, are sticking to the straight and narrow with no adverse reflection on their profit statements establishes this fact. Nor can the buoyant state of the national economy justify it. When getting an order means going with or without the family groceries, one can understand, if not condone, a transparent bribe. That situation does not exist today.

With very few exceptions, office executives and salesmen are paid livable wages with honest avenues of advancement and promotion open to them. Buyers and sellers will sleep sounder and prosper more enduringly if they do not defile themselves and the season with kickbacks and bribes at Christmas or any other time.

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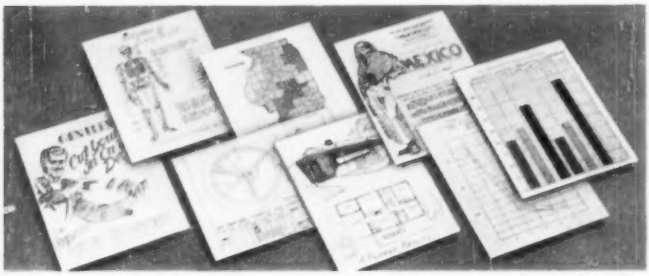

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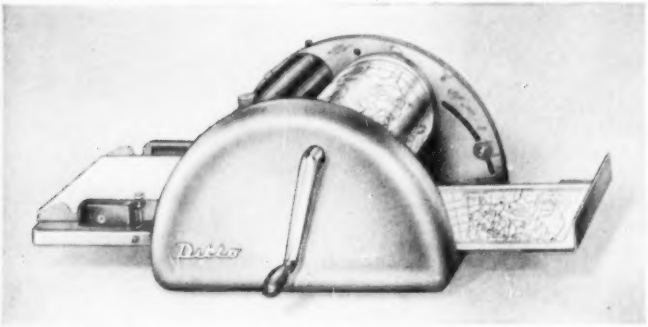

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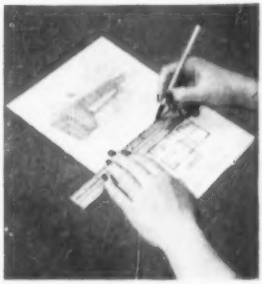

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2 Slip Masterset onto the drum of your DITTO Liquid Duplicator.

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